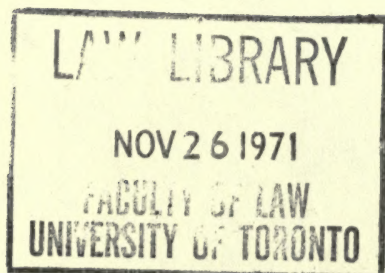






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ONTARIO

# **REVISED REGULATIONS OF ONTARIO, 1970**

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**A REVISION AND CONSOLIDATION OF REGULATIONS  
PUBLISHED UNDER THE AUTHORITY OF  
THE REGULATIONS REVISION ACT, 1968-69**

**VOLUME I**

TORONTO

PRINTED AND PUBLISHED BY WILLIAM KINMOND, QUEEN'S PRINTER AND PUBLISHER



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OF

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REGULATION 1

under The Abandoned Orchards Act

GENERAL

1.—(1) A certificate designating an orchard as a neglected orchard shall be in Form 1.

(2) A revocation of a certificate in Form 1 shall be in Form 2.

(3) A notice of appeal shall be in Form 3. O. Reg. 158/67, s. 1.

2.—(1) Where the Provincial Entomologist receives information from any person that an orchard may come within the application of section 4 of the Act, he shall,

- (a) inspect the orchard; or
- (b) direct an inspector to inspect the orchard.

(2) Where an inspector has inspected an orchard pursuant to subsection 1, he shall submit a report thereon to the Provincial Entomologist. O. Reg. 158/67, s. 2.

3. The trees, shrubs or vines set out in Schedule 1 are designated for the purposes of clause b of section 7 of the Act. O. Reg. 158/67, s. 3.

Schedule 1

- 1. Hawthorn.
- 2. Wild plum. O. Reg. 158/67, Sched. 1.

Form 1

The Abandoned Orchards Act

CERTIFICATE

No.....

To: .....  
(owner as shown on last revised assessment roll)

.....  
(address)

Take notice that I have designated the orchard located on.....  
(lot or part of lot)

....., in the .....  
(concession or plan)

of....., in the .....  
(county or district)

of.....as a neglected orchard pursuant to subsection 1 of section 4 of *The Abandoned Orchards Act*.

Further take notice that subsection 1 of section 6 of the said Act provides as follows:

6.—(1) Where the owner of or any person having an interest in an orchard considers himself aggrieved by a certificate of the Provincial Entomologist designating the orchard as a neglected orchard under section 4, he may appeal against the certificate by delivering a notice of appeal to the Provincial Entomologist within fifteen days after service of the certificate under clause b of subsection 2 of section 4.

.....  
(Provincial Entomologist)

Dated at ....., this ..... day of .....  
19..... O. Reg. 158/67, Form 1; O. Reg. 204/67, s. 1.

Form 2

The Abandoned Orchards Act

CERTIFICATE NO..... is hereby revoked.

.....  
(Provincial Entomologist)

Dated at ....., this ..... day of .....  
19..... O. Reg. 158/67, Form 2.

Form 3

The Abandoned Orchards Act

NOTICE OF APPEAL

To: The Provincial Entomologist,  
University of Guelph,  
Guelph, Ontario.

I hereby appeal against Certificate No.....  
dated the ..... day of ....., 19.....

.....  
(signature of appellant)

.....  
(address)

Dated at ....., this ..... day of .....  
19..... O. Reg. 158/67, Form 3.



REGULATION 2

under The Active Service Moratorium Act, 1943

APPLICATION

1. An application shall be in Form 1. R.R.O. 1960, Reg. 1, s.1.

Form 1

*The Active Service Moratorium Act, 1943*

APPLICATION

IN THE MATTER OF an action or proceeding in the .....  
Court of .....

BETWEEN:  
.....(Mortgagee or Vendor)  
and  
.....(Mortgagor or Purchaser or Guarantor)

I, .....  
of the..... of .....in the County of.....  
apply for a stay (or a postponement) of the action or proceeding.

I am a member of (or, I am a dependant of.....  
(Give full name of member)  
.....  
who is a member of)

Branch of service of the member of the forces.....  
Rank..... No..... Date of enlistment .....  
Address of member while on service.....

The following are the particulars:

- 1. Location of property in question.....
- 2. Nature of property (residential, business or farm).....
- 3. Name of present owner of property.....
- 4. State whether the member of the forces is liable as purchaser, mortgagor or guarantor.....
- 5. Date of purchase of property.....



- 6. Amount of purchase price \$..... Cash payment \$.....
- 7. Present value of property \$.....
- 8. If proceeding is on a mortgage, date of mortgage.....
- 9. Original amount of mortgage \$..... Rate of interest.....%
- 10. Amount of principal now outstanding \$.....
- 11. Amount of principal overdue \$.....
- 12. Amount of interest overdue \$.....
- 13. When was last payment made on either principal or interest?.....  
Amount paid \$.....
- 14. Amount of yearly taxes on property \$.....
- 15. Arrears of taxes (if any) \$.....
- 16. Amount for which buildings insured \$.....
- 17. Are insurance premiums in arrears?.....
- 18. Particulars of any other mortgage, lien, charge, execution or other encumbrance.....  
.....
- 19. Is the mortgage or purchase agreement in question the first charge?.....  
.....
- 20. Who are the present occupants of the property?.....  
.....
- 21. Is this the ordinary residence of the member of the forces?.....
- 22. If any business or trade or farming is carried on upon the premises, what is its nature, and by whom is it  
carried on?.....
- 23. Is the property, or any part of it, rented?.....
- 24. What is the rental?.....
- 25. Is rent in arrears and, if so, for how long?.....
- 26. What was the occupation of the member of the forces prior to enlistment?.....
- 27. What was his income prior to enlistment, with particulars?.....  
.....
- 28. Rate of pay of the member of the forces per month, including all allowances \$.....
- 29. Amount of pay assigned \$.....
- 30. Amount of separation or dependant's allowances, including children's allowances, per month \$.....
- 31. Other income, if any, of dependants, with particulars.....  
.....

32. Other income, if any, of the member of the forces, with particulars. ....
33. If applicant is a dependant, state relationship and occupation, if any, of dependant. ....
34. Does applicant, if a dependant, actually reside upon the property in question?.....
35. If applicant is a guarantor, and not the person primarily liable, state nature of his interest and liability
36. What is the nature of the action or proceeding commenced or continued?.....
37. In what court is the action or proceeding?.....
38. When was the action or proceeding commenced?.....
39. On what terms and conditions is relief asked?.....
40. Will periodical or other payment be made on account and, if so, how much \$. ....
41. For what period is a stay or postponement of the action or proceeding requested?.....
42. If the applicant is a dependant, give address. ....
43. Statement of assets: (This shall include chattels of all kinds, cash in bank, securities and any property of any kind)
- (a) Of the member of the forces.....
- (b) of the dependant. ....

Dated at.....this..... day of ....., 19....

(signature of applicant)

AFFIDAVIT VERIFYING APPLICATION

I, .....  
(name of applicant)

named in the within application, make oath and say that the facts set out herein are to the best of my knowledge and belief true.

Sworn before me at the.....	
of.....in the	
.....of.....	
this.....day of.....,	
19.....	

A Commissioner for taking affidavits.

This application should be presented to the judge of the county or district court except in the Judicial Districts of York and Ottawa-Carleton where it shall be presented to the Master and local Master respectively. R.R.O. 1960, Reg. 1, Form 1, *revised*.



## REGULATION 3

### under The Administration of Justice Act

#### FEEs AND EXPENSES—GENERAL

1. Persons who perform the under-mentioned services in connection with the administration of justice and who are not in receipt of a salary for employment in the service of the Crown in right of Ontario shall be paid the following fees:

##### 1. Sheriff's Officers and Process Servers—

The serving of any writ, *subpoena*, notice, pleading or other paper

for each party served. . . . . \$ 1.50

##### 2. Escorts—

Conveying prisoners to a penitentiary or to another jurisdiction or a juvenile to a training school, per diem. . . . . 15.00

##### 3. Constables—

(a) summoning a jury for coroner's inquest, including attendance at inquest. . . . . 8.00

(b) attending each adjournment of coroner's inquest . . . . . 4.00

##### 4. Shorthand Court Reporters—

(a) holders of a Chartered Shorthand Reporters' Association of Ontario Certificate of Qualification—

per hour. . . . . 7.00  
maximum per diem. . . 35.00

##### (b) others—

per hour. . . . . 5.00  
maximum per diem. . . 25.00  
O. Reg. 391/68, s. 1.

2. Disbursements actually and necessarily incurred while in attendance upon a judge of the Supreme Court when holding a sitting of the Supreme Court or incurred in the execution of his order shall be paid by the Sheriff out of the monies provided by the Legislature for the maintenance of county, district and small claims courts. O. Reg. 391/68, s. 2.

3.—(1) Mileage allowance for executing a warrant, serving a writ, *subpoena*, notice, pleading or other paper, per mile actually travelled one way shall be,

(a) in northern Ontario, 25 cents; and

(b) in southern Ontario, 20 cents.

(2) Persons conveying prisoners to a penitentiary or another jurisdiction or escorting a juvenile to a training school shall receive the reimbursement of actual living expenses and,

(a) where public conveyance is used, the actual travelling expenses; or

(b) where a private conveyance is used, a mileage allowance for each mile actually travelled one way,

(i) in northern Ontario, 25 cents, and

(ii) in southern Ontario, 20 cents.

(3) Where a constable attending coroner's inquest or a court reporter who is not in receipt of a salary for employment in the service of the Crown in right of Ontario is required in the performance of his duties to attend at a location that is not in the community in which he ordinarily resides, he shall be paid a mileage allowance for each mile actually travelled one way from his residence,

(a) in northern Ontario, 25 cents; and

(b) in southern Ontario, 20 cents.

(4) For the purpose of this section, the dividing line between northern Ontario and southern Ontario is as follows:

Healy Lake (Municipal) Road from Healy Lake easterly to its junction with Highway 612; Highway 612 to Highway 103; Highway 103 easterly to its junction with Highway 69; Highway 69 easterly to its junction with Highway 118; Highway 118 through Bracebridge to its junction with Highway 11; Highway 11 northerly to its junction with Highway 60 at Huntsville; Highway 60 easterly to its junction with Highway 62 at Killaloe Station; Highway 62 to Pembroke; the above-named highways to be included in southern Ontario. O. Reg. 391/68, s. 3.

## REGULATION 4

### under The Administration of Justice Act

#### FEES AND EXPENSES— JUSTICES OF THE PEACE

1. A Justice of the Peace who is not in receipt of a salary for employment in the service of the Crown in right of Ontario shall be paid the following fees:

1. Swearing information,
  - (a) information portion of traffic ticket.....\$ .50
  - (b) information for search warrant..... .50
  - (c) all other informations..... 1.00
2. Issuing search warrant..... .50
3. Issuing summons to accused or warrant (other than search warrant). .50
4. Copy of summons to accused or warrant (including search warrant). .30
5. Warrant where summons to accused issued in the first instance..... .50
6. Issuing *subpoena* (one per case) to witnesses, unless the Justice of the Peace or the Court considers it necessary or desirable to issue more than one..... .50
7. Copy of *subpoena* or copy of warrant for a witness..... .30
8. Attending to remand a prisoner (including preparation and completion of warrant or remand)..... 1.00
9. Attending to take recognizance of bail (including preparation and completion of recognizance and copies). 2.00
10. Presiding in court at the direction of a judge or provincial judge to adjourn cases which are ordinarily heard by a judge or provincial judge—per sitting..... 5.00
11. Presiding in court at the direction of a judge or provincial judge to hear and determine prosecutions—per sitting..... 20.00

Where a sitting exceeds 2 hours, an additional fee of \$10 may be allowed at the discretion of a judge or provincial judge.

12. Preparing a record of conviction or order upon the request of a party to the proceedings..... 1.00
13. Copy of a writing other than a conviction or order upon the request of a party to the proceedings, per page. 1.50
14. Bill of costs, when made out in detail upon the request of a party to the proceedings..... .50
15. Attending to take any recognizance other than a recognizance of bail (including preparation and completion of recognizances and copies)..... 2.00  
O. Reg. 392/68, s. 1.

2.—(1) A Justice of the Peace who is in receipt of a salary for employment, other than a full-time position of Justice of the Peace, in the service of the Crown in right of Ontario, shall be paid fees as set out in section 1 and a mileage allowance as set out in subsection 1 of section 3 upon a certificate of a judge or a provincial judge, for services performed as a Justice of the Peace outside of normal working hours.

(2) A Justice of the Peace to whom subsection 1 applies shall pay to the Treasurer of Ontario all fees collected by him as a Justice of the Peace during normal working hours.

(3) Normal working hours for the purposes of this section shall be 8.30 a.m. to 5 p.m. daily from Monday through Friday, excepting annual vacation and statutory holidays. O. Reg. 392/68, s. 2.

3.—(1) Where a Justice of the Peace is required in the performance of his duties,

- (a) to attend to remand a prisoner;
- (b) to attend to take recognizance of bail;
- (c) to preside in court at the direction of a judge or provincial judge to adjourn cases that are ordinarily heard by a judge or provincial judge;
- (d) to preside in court at the direction of a judge or provincial judge to hear and determine prosecutions; or
- (e) to attend to take any recognizance other than a recognizance of bail,

at a location that is not in the community in which he ordinarily resides, he shall be paid a mileage allowance for each mile actually travelled one way from his residence,

(f) in northern Ontario, 25 cents; and

(g) in southern Ontario, 20 cents.

(2) For the purposes of this section, the dividing line between northern and southern Ontario is as follows:

Healy Lake (Municipal) Road from Healy Lake easterly to its junction with Highway 612; Highway 612 to Highway 103; High-

way 103 easterly to its junction with Highway 69; Highway 69 easterly to its junction with Highway 118; Highway 118 through Bracebridge to its junction with Highway 11; Highway 11 northerly to its junction with Highway 60 at Huntsville; Highway 60 easterly to its junction with Highway 62 at Killaloe Station; Highway 62 to Pembroke; the above-named highways to be included in southern Ontario. O. Reg. 392/68, s. 3.





## REGULATION 5

### under The Agricultural Associations Act

#### DESIGNATION OF ASSOCIATIONS

1. Each of the associations, societies, institutes or organizations named in the Schedule is designated an association, society, institute or organization under section 2 of the Act. R.R.O. 1960, Reg. 2,

#### Schedule

1. The Farm Safety Council of Ontario.
2. The Federated Women's Institutes of Ontario.
3. The Ontario Association of Community Sale Operators.
4. The Ontario Beef-cattle Improvement Association.
5. The Ontario Beef Improvement Association.
6. The Ontario Beef Producers' Association.
7. The Ontario Cattle Breeders' Association.
8. The Ontario Hatcheries Association.
9. The Ontario Live Stock Protective Association.
10. The Ontario Live Stock Shippers' Association.
11. The Ontario Poultry Breeders' Association.
12. The Ontario Sheep Breeders' and Producers' Association.
13. The Ontario Soil and Crop Improvement Association.
14. The Ontario Swine Improvement Council.
15. The Ontario Turkey Association.
16. The South-western Ontario Live Stock Producers' Association.
17. The Strawberry Council of Ontario.
18. The Red Cherry Institute. R.R.O. 1960, Reg. 2, Sched.; O. Reg. 260/61, s. 1; O. Reg. 14/63, s. 1; O. Reg. 118/63, s. 1; O. Reg. 440/67, s. 1; O. Reg. 425/68, s. 1.





**REGULATION 6**  
**under The Agricultural Development Act**

INTEREST ON LOANS

1. The interest accruing since the 1st day of December, 1934 on all loans made under the Act shall be computed at 4 per cent a year. R.R.O. 1960, Reg. 4, s. 1.



## REGULATION 7

### under The Agricultural Development Finance Act

#### DEPOSITS

1.—(1) Subject to subsection 2, interest at the rate of 6 per cent per annum calculated on the minimum monthly balance shall be paid on the last days of March and September in each year.

(2) In special cases, the Minister of Revenue may determine a rate of interest and basis of calculation different from that prescribed in subsection 1,

but the rate so determined shall not exceed 6 per cent per annum. O. Reg. 463/70, s. 1.

2. Repayment of deposits shall be made from the office known as "The Province of Ontario Savings Office",

(a) to the depositor in person on demand; or

(b) to the order of the depositor. R.R.O. 1960, Reg. 5, s. 2; O. Reg. 107/68, s. 2.





## REGULATION 8

### under The Agricultural Societies Act

#### GENERAL

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "major undertaking" means the construction of a building or structure on the premises of a society, costing in the case of a society of,

(i) Class A, more than \$6,000,

(ii) Class B, more than \$3,600, and

(iii) Class C, more than \$2,400;

- (b) "specified exhibits" means exhibits shown by exhibitors for cash prizes at an exhibition or fair of horses other than horses in races or special events, cattle, sheep, swine, poultry, seeds, fruit, flowers, potatoes, vegetables, grain, honey, dairy products, clothing, home-processed foods, arts, crafts, photography and handicrafts and work performed by school pupils and members of Junior Farmer associations and 4-H clubs. R.R.O. 1960, Reg. 6, s. 1.

##### CLASSIFICATION OF SOCIETIES

#### 2. Societies are classified as follows:

1. Class A, consisting of societies that in each of the three years immediately preceding the date of classification paid to exhibitors on specified exhibits at least \$6,000.
2. Class B, consisting of societies that are not Class A societies and that in each of the three years immediately preceding the date of classification paid to exhibitors on specified exhibits at least \$3,000.
3. Class C, consisting of societies that are not Class A or Class B societies. R.R.O. 1960, Reg. 6, s. 2.

##### DESIGNATION OF SOCIETIES

#### 3.—(1) The following societies are designated as Class A societies:

1. The Canadian National Exhibition Association, Toronto.
2. The Central Canada Exhibition Association, Ottawa.

3. The Norfolk County Agricultural Society, Simcoe.

4. The Peterborough Industrial Society, Peterborough.

5. The Burford Agricultural Society.

6. The South Waterloo Agricultural Society, Galt.

7. The Welland County Agricultural Society, Welland.

8. The Western Fair Association, London. R.R.O. 1960, Reg. 6, s. 3(1).

#### (2) The following societies are designated as Class B societies:

1. The Ancaster Agricultural Society, Ancaster.

2. The Aylmer and East Elgin Agricultural Society, Aylmer.

3. The Barrie Agricultural Society, Barrie.

4. The Beeton Agricultural Society.

5. The Belleville Agricultural Society, Belleville.

6. The Caledonia Agricultural Society, Caledonia.

7. The Canadian Lakehead Agricultural Society, Fort William-Port Arthur.

8. The Carp Agricultural Society, Carp.

9. The County of Carleton Agricultural Society, Richmond.

10. The Cumberland Township Agricultural Society.

11. The Dresden Agricultural Society, Dresden.

12. The Dufferin Agricultural Society, Orangeville.

13. The East Peterborough Agricultural Society, Norwood.

14. The Elmira and Woolwich Agricultural Society, Elmira.

15. The Erin Agricultural Society, Erin.

16. The Halton County Agricultural Society, Milton.
17. The Kenyon Agricultural Society, Maxville.
18. The Kingston Industrial Agricultural Society, Kingston.
19. The Leamington District Agricultural Society, Leamington.
20. The Lennox Agricultural Society, Napanee.
21. The Lincoln Agricultural Society, Beamsville.
22. The London Township Agricultural Society.
23. The Markham and East York Agricultural Society, Markham.
24. The Metcalfe Agricultural Society, Metcalfe.
25. The Mitchell Agricultural Society, Mitchell.
26. The Moore Agricultural Society, Brigiden.
27. The North Lanark Agricultural Society.
28. The North Wentworth Agricultural Society, Rockton.
29. The Nottawasaga Agricultural Society, Collingwood.
30. The Owen Sound Agricultural Society, Owen Sound.
31. The Paris Agricultural Society, Paris.
32. The Peel County Agricultural Society, Brampton.
33. The Petrolia and Enniskellen Agricultural Society.
34. The Prince Edward County Agricultural Society, Picton.
35. The Ridgetown District Agricultural Society, Ridgetown.
36. The Seaforth Agricultural Society, Seaforth.
37. The South Ontario Agricultural Society, Oshawa.
38. The South Renfrew Agricultural Society, Renfrew.
39. The Stratford Agricultural Society, Stratford.
40. The Strathroy Agricultural Society, Strathroy.

41. The Teeswater Agricultural Society, Teeswater.
42. The Walkerton Agricultural Society, Walkerton.
43. The Woodbridge Agricultural Society, Woodbridge.
44. The Woodstock Agricultural Society, Woodstock. R.R.O. 1960, Reg. 6, s. 3(2); O. Reg. 65/62, s. 1(1).

(3) The following societies are designated as Class C societies:

#### DISTRICT OF ALGOMA

1. The Bruce Mines Agricultural Society.
2. The Iron Bridge Agricultural Society.
3. The Thessalon Agricultural Society.

#### COUNTY OF BRANT

4. The Ohsweken Agricultural Society.
5. The South Brant Agricultural Society.

#### COUNTY OF BRUCE

6. The Arran-Tara Agricultural Society.
7. The Carrick Agricultural Society.
8. The Chesley Agricultural Society.
9. The Eastnor Agricultural Society.
10. The Huron Township Agricultural Society.
11. The Kincardine Agricultural Society.
12. The Lucknow Agricultural Society.
13. The North Bruce and Saugeen Agricultural Society.
14. The Paisley Agricultural Society.
15. The Tiverton Agricultural Society.
16. The Wiarton Agricultural Society.

#### DISTRICT OF COCHRANE

17. The Clute Agricultural Society.
18. The Cochrane Agricultural Society.
19. The Hearst Agricultural Society.
20. The Matheson Agricultural Society.



21. The Porcupine District Agricultural Society.

22. The Porquis Junction Agricultural Society.

23. The Val Gagne Agricultural Society.

COUNTY OF DUFFERIN

24. The Dufferin Central Agricultural Society.

25. The East Luther Agricultural Society.

COUNTY OF DUNDAS

26. The Chesterville and District Agricultural Society.

27. The Mountain Agricultural Society.

COUNTY OF DURHAM

28. The Cartwright Agricultural Society.

29. The Durham Central Agricultural Society.

30. The Millbrook Agricultural Society.

31. The Port Hope Agricultural Society.

COUNTY OF ELGIN

32. The Aldborough Agricultural Society.

33. The Southwold and Dunwich Agricultural Society.

34. The West Elgin Agricultural Society.

35. The Yarmouth and Belmont Agricultural Society.

COUNTY OF ESSEX

36. The Colchester South Agricultural Society.

37. The Comber Agricultural Society.

38. The Oldcastle Agricultural Society.

COUNTY OF FRONTENAC

39. The Parham Agricultural Society.

COUNTY OF GLENGARRY

40. The St. Lawrence Valley Agricultural Society.

COUNTY OF GRENVILLE

41. The Merrickville Agricultural Society.

42. The Spencerville Agricultural Society.

COUNTY OF GREY

43. The Ayton Agricultural Society.

44. The Collingwood Township Agricultural Society.

45. The Desboro Agricultural Society.

46. The Dundalk and District Agricultural Society.

47. The Durham Agricultural Society.

48. The Hanover, Bentinck and Brant Agricultural Society.

49. The Holland Agricultural Society.

50. The Keppel and Sarawak Agricultural Society.

51. The Markdale Agricultural Society.

52. The Meaford and St. Vincent Agricultural Society.

53. The Normanby Agricultural Society.

54. The Osprey Agricultural Society.

55. The Rocklyn Agricultural Society.

56. The Sydenham Agricultural Society.

PROVISIONAL COUNTY OF HALIBURTON

57. The Minden Agricultural Society.

COUNTY OF HALTON

58. The Acton Agricultural Society.

59. The Esquesing Agricultural Society.

COUNTY OF HASTINGS

60. The Madoc Agricultural Society.

61. The Marmora Agricultural Society.

62. The Mohawk Agricultural Society.

63. The Shannonville Agricultural Society.

64. The Stirling Agricultural Society.

65. The Tweed Agricultural Society.

66. The Wollaston Agricultural Society.

COUNTY OF HURON

67. The Bayfield Agricultural Society.

68. The Blyth Agricultural Society.
69. The Dungannon Agricultural Society.
70. The East Huron Agricultural Society.
71. The Exeter Agricultural Society.
72. The Howick Agricultural Society.
73. The Huron Central Agricultural Society.
74. The South Huron Agricultural Society.
75. The Zurich Agricultural Society.

## DISTRICT OF KENORA

76. The Dryden Agricultural Society.
77. The Kenora Agricultural Society.

## COUNTY OF KENT

78. The Moravian Agricultural Society.
79. The Orford Agricultural Society.
80. The Raleigh and Tilbury Agricultural Society.

## COUNTY OF LAMBTON

81. The Bosanquet Agricultural Society.
82. The Brooke and Alvinston Agricultural Society.
83. The Florence Agricultural Society.
84. The Forest Agricultural Society.
85. The Plympton and Wyoming Agricultural Society.

## COUNTY OF LANARK

86. The Dalhousie Agricultural Society.
87. The Lanark Township Agricultural Society.
88. The Lanark Village & Bathurst Agricultural Society.
89. The Maberly Agricultural Society.
90. The South Lanark Agricultural Society.

## COUNTY OF LEEDS

91. The Delta Agricultural Society.
92. The Lansdowne Agricultural Society.
93. The Lombardy Agricultural Society.

## COUNTY OF LENNOX AND ADDINGTON

94. The Addington Agricultural Society.
95. The Denbigh Agricultural Society.
96. The Ernestown Agricultural Society.

## COUNTY OF LINCOLN

97. The Smithville Agricultural Society.

## DISTRICT OF MANITOULIN

98. The Manitoulin Island Unceded Band Agricultural Society.
99. The Manitowaning Agricultural Society.
100. The Providence Bay Agricultural Society.

## COUNTY OF MIDDLESEX

101. The Caradoc Agricultural Society.
102. The Dorchester Agricultural Society.
103. The Melbourne Agricultural Society.
104. The Mosa and Ekfrid Agricultural Society.
105. The Parkhill Agricultural Society.
106. The Thorndale Agricultural Society.
107. The United Indian Agricultural Society.
108. The Westminster Agricultural Society.

## DISTRICT OF MUSKOKA

109. The Morrison Agricultural Society.
110. The North Muskoka Agricultural Society.
111. The South Muskoka Agricultural Society.
112. The Stisted Agricultural Society.

## DISTRICT OF NIPISSING

113. The Bonfield Agricultural Society.
114. The Sturgeon Falls Agricultural Society.
115. The Verner Agricultural Society.

## COUNTY OF NORFOLK

116. The Charlotteville Agricultural Society.
117. The Houghton Agricultural Society.
118. The North Walsingham Agricultural Society.

## COUNTY OF NORTHUMBERLAND

- 119. The Brighton Agricultural Society.
- 120. The Percy Agricultural Society.
- 121. The Roseneath Agricultural Society.
- 122. The Seymour Agricultural Society.

## COUNTY OF ONTARIO

- 123. The Brock Agricultural Society.
- 124. The North Ontario Agricultural Society.
- 125. The Port Perry, Reach and Scugog Agricultural Society.
- 126. The Rama Agricultural Society.
- 127. The Scott Agricultural Society.

## COUNTY OF OXFORD

- 128. The Drumbo Agricultural Society.
- 129. The Ingersoll, North and West Oxford Agricultural Society.
- 130. The North Norwich Agricultural Society.
- 131. The Tavistock Agricultural Society.
- 132. The Tillsonburg and District Agricultural Society.
- 133. The West Zorra and Embro Agricultural Society.

## DISTRICT OF PARRY SOUND

- 134. The Armour, Ryerson and Burk's Falls Agricultural Society.
- 135. The Dunchurch Agricultural Society.
- 136. The Machar Agricultural Society.
- 137. The Magnetawan Agricultural Society.
- 138. The McKellar Agricultural Society.
- 139. The McMurrich Agricultural Society.
- 140. Perry Agricultural Society.
- 141. The Powassan Agricultural Society.
- 142. The Rosseau Agricultural Society.
- 143. The Strong Agricultural Society.
- 144. The Trout Creek Agricultural Society.

## COUNTY OF PEEL

- 145. The Albion and Bolton Agricultural Society.
- 146. The Caledon Agricultural Society.

## COUNTY OF PERTH

- 147. The Kirkton Agricultural Society.
- 148. The Listowel Agricultural Society.
- 149. The Mornington Agricultural Society.
- 150. The St. Marys Agricultural Society.

## COUNTY OF PETERBOROUGH

- 151. The Apsley Agricultural Society.
- 152. The Galway and Somerville Agricultural Society.
- 153. The Lakefield Agricultural Society.

## COUNTY OF PRESCOTT

- 154. The South Plantagenet Agricultural Society.
- 155. The Vankleek Hill Agricultural Society.

## COUNTY OF PRINCE EDWARD

- 156. The Sophiasburg Agricultural Society.

## DISTRICT OF RAINY RIVER

- 157. The Atwood Agricultural Society.
- 158. The Rainy River Valley Agricultural Society.

## COUNTY OF RENFREW

- 159. The Arnprior Agricultural Society.
- 160. The Cobden Agricultural Society.
- 161. The North Renfrew Agricultural Society.

## COUNTY OF RUSSELL

- 162. The Casselman Agricultural Society.
- 163. The Clarence Agricultural Society.
- 164. The Russell Agricultural Society.

## COUNTY OF SIMCOE

- 165. The Cookstown Agricultural Society.
- 166. The Flos Township Agricultural Society.



167. The Huronia Agricultural Society.
168. The Orillia Agricultural Society.
169. The Oro Agricultural Society.
170. The Tiny and Tay Agricultural Society.

## COUNTY OF STORMONT

171. The Roxborough Agricultural Society.
172. The Stormont Agricultural Society.

## DISTRICT OF SUDBURY

173. The Chelmsford Agricultural Society.
174. The Hanmer Agricultural Society.
175. The Massey Agricultural Society.
176. The Noelville Agricultural Society.
177. The St. Charles Agricultural Society.
178. The Warren Agricultural Society.

## DISTRICT OF THUNDER BAY

179. The Oliver Agricultural Society.
180. The Upsala Agricultural Society.
181. The Whitefish Valley Agricultural Society.

## DISTRICT OF TIMISKAMING

182. The Charlton Agricultural Society.
183. The Englehart Agricultural Society.
184. The New Liskeard Agricultural Society.

## COUNTY OF VICTORIA

185. The Mariposa Agricultural Society.
186. The Verulam Agricultural Society.
187. The Fenelon Agricultural Society.

## COUNTY OF WATERLOO

188. The Kitchener-Waterloo Agricultural and Industrial Association.
189. The Wellesley and North Easthope Agricultural Society.
190. The Wilmot Agricultural Society.

## COUNTY OF WELLINGTON

191. The Arthur Agricultural Society.
192. The Harriston Agricultural Society.
193. The Mount Forest Agricultural Society.
194. The Palmerston Agricultural Society.
195. The Peel, Maryborough and Drayton Agricultural Society.
196. The Puslinch Agricultural Society.
197. The Wellington County Agricultural Society.

## COUNTY OF WENTWORTH

198. The Binbrook Agricultural Society.
199. The Flamboro and Waterdown Agricultural Society.

## COUNTY OF YORK

200. The Aurora Agricultural Society.
201. The Richmond Hill Agricultural Society.
202. The Schomberg Agricultural Society.
203. The Sutton Agricultural Society. R.R.O. 1960, Reg. 6, s. 3(3); O. Reg. 65/62, s. 1(2).

## GRANTS

4.—(1) The amounts of grants made to a society on account of expenditures made for capital improvements and repairs, other than a major undertaking, on the real property of the society in any calendar year,

(a) shall be not more than 25 per cent of the amounts actually expended by the society on account of the capital improvements and repairs; and

(b) shall be in the case of a society of,

(i) Class A, not more than \$1,500,

(ii) Class B, not more than \$900, or

(iii) Class C, not more than \$600.

(2) Subject to subsections 3 and 4, the amounts of grants made to a society on account of expenditures made for a major undertaking shall be not more than 25 per cent of the amounts actually expended by the society on account of the expenditure for the major undertaking, but not exceeding,

- (a) in the case of a society of Class A, \$100,000;
- (b) in the case of a society of Class B, \$50,000; or
- (c) in the case of a society of Class C, \$25,000.

(3) No society qualifies for a grant for a major undertaking unless the society,

- (a) submits plans, specifications and the estimated cost of the major undertaking to the Superintendent before any construction of the major undertaking is commenced; and
- (b) obtains from the Superintendent his approval in writing for the major undertaking, or for such amount or proportion of the cost thereof as he determines under subsection 4.

(4) Where the major undertaking may not be used for agricultural purposes only, the amount or proportion of the cost of the major undertaking that is referable to agricultural purposes only shall, for purposes of a grant, be deemed to be the cost of the major undertaking.

(5) Where the amount appropriated by the Legislature for grants under subsection 2 is insufficient to pay the grants in any year, the grants shall be distributed *pro rata* among those societies entitled to receive them and the balance may be paid from amounts appropriated for the purpose in succeeding years. R.R.O. 1960, Reg. 6, s. 4.

5.—(1) Where a society awards prize money for races or trials of speed for horses at an exhibition or fair and the amount of the prize money exceeds 25 per cent of the amount of other prize money awarded by the society in the holding of the exhibition or fair, the excess shall not be used in calculating the amount of any grant.

(2) For the purpose of subsection 1, in calculating the amount of money awarded as prizes for races or trials of speed for horses, the society may deduct from the amount of money awarded as prizes the amount of entry fees received. R.R.O. 1960, Reg. 6, s. 5.

6. Where, during its annual exhibition or fair, a society permits on its premises,

- (a) use of any part of the premises for purposes other than those of the society;
- (b) a lottery conducted for other than charitable or benevolent purposes;
- (c) and indecent show;
- (d) soliciting of funds from the public; or
- (e) an auction sale other than one organized or sponsored by the society,

no grant is payable to the society in respect of the holding of the exhibition or fair. R.R.O. 1960, Reg. 6, s. 6.

7.—(1) Where a society makes expenditures for capital improvements or repairs on land or buildings, no grant is payable to the society in respect of the improvements or repairs unless the society,

- (a) owns the land and buildings; or
- (b) holds an annual fair or exhibition on land owned by a municipality located within the area in which the society carries out its objects and the society holds the fair or exhibition under an agreement for the use of the land and buildings.

(2) Every agreement under clause b of subsection 1 shall provide that the society is entitled to use the land and buildings on the day or days of the holding of the fair or exhibition each year, for at least ten years from the date of application for the grant. R.R.O. 1960, Reg. 6, s. 7.

#### DUTIES OF OFFICERS

8. The officers of a society are responsible for the safe custody of,

- (a) deeds, title papers and other documents relating to the property of the society;
- (b) at least one copy of all minutes of proceedings, resolutions and by-laws of the society; and
- (c) books and records of the society. R.R.O. 1960, Reg. 6, s. 8.

9. The secretary of a society shall,

- (a) attend all meetings of the society and keep true minutes thereof;
- (b) conduct the correspondence of the society; and
- (c) keep a record of,
  - (i) all business transactions of the society,
  - (ii) all resolutions passed by the society,
  - (iii) all amendments to the by-laws of the society,
  - (iv) a list of the members of the society and their addresses,
  - (v) a list of the names and addresses of persons to whom prize money is paid and the amounts paid to each person,

- (vi) all reports of committees that may from time to time be appointed by the society, and
- (vii) all annual statements and financial and auditor's reports. R.R.O. 1960, Reg. 6, s. 9.

**10. The treasurer of a society shall,**

- (a) receive all moneys paid to the society and deposit them to the credit of the society in a chartered bank, as the society may by resolution direct;

- (b) keep the securities of the society in safe custody;
- (c) keep or cause to be kept proper books of account or make or cause to be made entries of all receipts and expenditures of the society;
- (d) prepare the annual financial statement of the society; and
- (e) prepare reports showing the financial position of the society, as the officers from time to time direct. R.R.O. 1960, Reg. 6, s. 10.



## REGULATION 9

### under The Air Pollution Control Act

#### ADVISORY BOARD

1.—(1) The Board shall consist of eleven members.

(2) Each member of the Board shall hold office for one year or until his successor is appointed, and is eligible for reappointment.

(3) Where a member ceases to be a member before the expiration of his term any person appointed in his stead shall hold office for the unexpired portion of the term. O. Reg. 206/68, s. 1.

2. Any five members of the Board constitute a quorum and are sufficient to perform all the functions of the Board on behalf of the Board. O. Reg. 206/68, s. 2.

3. The Chairman shall preside at all meetings of the Board. O. Reg. 206/68, s. 3.

4. In the absence of the chairman from a meeting of the Board, the members present may, from among themselves, elect an acting chairman to preside at the meeting who shall have all of the powers of the chairman and carry out the duties of the chairman while he is so acting. O. Reg. 206/68, s. 4.

5. For the purposes of the Act and the regulations, the address of the Board and of the secretary of the Board is 1 St. Clair Avenue, West, Toronto. O. Reg. 206/68, s. 5.

6. All oral evidence submitted at hearings of the Board shall be taken down in writing unless the Board, with the consent of the parties, otherwise directs. O. Reg. 206/68, s. 6.

7. The remuneration of the members of the Board for each day or part thereof spent in attendance at meetings of the Board, or necessarily engaged in performance of duties required in the conduct of the business of the Board, shall be,

(a) in the case of the chairman or acting chairman, \$100;

(b) in the case of the secretary, \$75; and

(c) in the case of the members other than those mentioned in clause *a* or *b*, \$50,

together with travelling and living expenses necessarily incurred. O. Reg. 206/68, s. 7.

## REGULATION 10

### under The Air Pollution Control Act

#### AIR CONTAMINANTS FROM ASPHALT PAVING PLANTS

##### 1. In this Regulation,

- (a) "aggregate material" means a combination of minerals, including gravel, slag, limestone, crushed rock, sand, hydrated lime, cement, and furnace ash, chosen in such a combination as to produce an asphalt paving material with the desired properties when mixed with bituminous asphalt;
- (b) "asphalt paving plant" means equipment designed to dry aggregate material and to mix the aggregate material with bituminous asphalt material;
- (c) "dryer exhaust" means the total aggregate material being emitted to the outdoor atmosphere from the aggregate drying equipment and includes the material from transfer equipment and the material from control equipment attached to the aggregate drying equipment;
- (d) "permanent asphalt paving plant" means an asphalt paving plant that remains at one location for more than one calendar year;
- (e) "plant operations" means all operations and activities associated with an asphalt paving plant and includes handling of aggregate material, storage of aggregate material, truck traffic and waste disposal;
- (f) "portable asphalt paving plant" means an asphalt paving plant that remains at one location for less than one calendar year.  
O. Reg. 111/70, s. 1.

2. Every portable asphalt paving plant shall be so operated that,

- (a) the rate of the dryer exhaust is not in excess of 100 pounds an hour;
- (b) there is no visible airborne aggregate material, other than a water plume, resulting from plant operations beyond the limits of the plant property owned or leased by the owner or operator of the portable asphalt paving plant; or
- (c) there is no impingement of a water plume, resulting from plant operations, beyond the limits of the plant property owned or leased by the owner or operator of the portable asphalt paving plant. O. Reg. 111/70, s. 2.

3. There shall be no impingement of a water plume, resulting from plant operations, beyond the limits of the plant property owned or leased by the owner or operator of a permanent asphalt paving plant. O. Reg. 111/70, s. 3.

4. The owner or operator of each asphalt paving plant shall submit a written proposal to the Minister, showing in detail the methods and devices by which the owner or operator intends to meet the requirements of this Regulation. O. Reg. 111/70, s. 4.

5. Where, in the opinion of the owner or operator of an asphalt paving plant, it is not possible for the asphalt paving plant to be in compliance with the requirements of this Regulation, the owner or operator may request the Minister to grant an extension of time for the asphalt paving plant to meet the requirements of this Regulation. O. Reg. 111/70, s. 5.

6. Upon receipt of a request, referred to in section 5, for an extension of time for compliance, the Minister may grant the extension on such terms and conditions as he considers advisable in the circumstances. O. Reg. 111/70, s. 6.



## REGULATION 11

### under The Air Pollution Control Act

#### AIR CONTAMINANTS FROM FERROUS FOUNDRIES

##### 1. In this Regulation,

- (a) "effluent gas stream" means the combination of gases and solids being emitted from a process or operation;
- (b) "ferrous foundry" means the part of a building, or premises, or the workshop, structure, room or place in which iron or any of its alloys is cast in moulds or where core-making, shake-out or cleaning of any casting or other dust-causing or odour-causing operation ancillary to the casting process is carried on;
- (c) "particulate" means solid particles;
- (d) "particulate collection efficiency" means the amount of the solid particles that is removed from the effluent gas stream, expressed as a percentage of the total particulate in the uncontrolled effluent gas stream on a weight basis;
- (e) "plus 25 micron fraction" means that part of the total particulate in the effluent gas stream of which the nominal diameter is greater than 25 microns. O. Reg. 288/69, s. 1.

##### 2. This Regulation does not apply to,

- (a) die casting; or
- (b) any premises or part thereof where steel ingots are cast. O. Reg. 288/69, s. 2.

3. All ferrous foundry operations shall be designed and operated so as to have a minimum particulate collection efficiency of 97 per cent of the plus 25 micron fraction. O. Reg. 288/69, s. 3.

4.—(1) Where a ferrous foundry has a cupola with a melting capacity of not more than ten tons of iron an hour, the cupola shall be designed and operated so as to have,

- (a) a maximum emission of seventy-five pounds an hour of particulate and the remaining air contaminants shall be emitted in such a manner as to comply with the requirements of sections 5 and 6 of Regulation 15 of Revised Regulations of Ontario, 1970;

- (b) afterburners working at all times during the operation of the cupola;
- (c) no water fallout beyond the limits of the land or premises on or in which the ferrous foundry is located; and
- (d) no impingement of a water plume beyond the limits of the land or premises on or in which the ferrous foundry is located.

(2) Where a ferrous foundry has a cupola with a melting capacity greater than ten tons of iron an hour, the cupola shall be designed and operated so as to have,

- (a) a maximum emission of twenty-five pounds an hour of particulate and the remaining air contaminants shall be emitted in such a manner as to comply with the requirements of sections 5 and 6 of Regulation 15 of Revised Regulations of Ontario, 1970;
- (b) afterburners working at all times during the operation of the cupola;
- (c) no water fallout beyond the limits of the land or premises on or in which the ferrous foundry is located; and
- (d) no impingement of a water plume beyond the limits of the land or premises on or in which the ferrous foundry is located.

(3) Where a ferrous foundry has an electric arc furnace, the electric arc furnace shall be designed and operated so as to have,

- (a) a maximum emission of twenty-five pounds an hour of particulate and the remaining air contaminants shall be emitted in such a manner as to comply with the requirements of sections 5 and 6 of Regulation 15 of Revised Regulations of Ontario, 1970;
- (b) no water fallout beyond the limits of the land or premises on or in which the ferrous foundry is located; and
- (c) no impingement of a water plume beyond the limits of the land or premises on or in which the ferrous foundry is located. O. Reg. 288/69, s. 4.

5. The owner or operator of each ferrous foundry shall submit a written proposal to the Minister, showing in detail the method and devices by which the owner or operator intends to meet the requirements of this Regulation. O. Reg. 288/69, s. 5.



## REGULATION 12

### under The Air Pollution Control Act

#### AIR CONTAMINANTS FROM MOTOR VEHICLES

##### INTERPRETATION

##### 1. In this Regulation,

- (a) "crankcase" means the enclosure within a motor vehicle engine that is connected to the oil pump by internal passages through which gases and vapours can flow;
- (b) "crankcase emissions" means air contaminant or contaminants that are emitted to the outdoor atmosphere through any opening in the crankcase;
- (c) "diesel powered heavy commercial motor vehicles" means motor vehicles using diesel engines as the source of power;
- (d) "engine displacement" means the product, expressed in cubic inches, resulting from the multiplication of the total cross-sectional area of the cylinders of the motor vehicle engine, as expressed in square inches, and the piston stroke, as expressed in inches;
- (e) "exhaust emissions" means air contaminant or contaminants emitted to the outdoor atmosphere from any opening downstream from the exhaust port of a motor vehicle engine;
- (f) "exhaust emission system" in respect of a motor vehicle engine includes the exhaust port, exhaust manifold, exhaust pipe, muffler, tail pipe and such systems or devices incorporated therein or connected therewith to prevent or lessen the emission of air contaminant or contaminants into the outdoor atmosphere;
- (g) "gasoline powered heavy commercial motor vehicles" means heavy commercial motor vehicles using gasoline engines of any type as the source of power and using gasoline or compressed or liquefied hydrocarbons as fuel;
- (h) "gross vehicle weight" means the manufacturer's gross weight rating;
- (i) "heavy commercial motor vehicle" means a commercial motor vehicle as defined in *The Highway Traffic Act*,
  - (i) that has a gross vehicle weight of more than 6,000 pounds,
  - (ii) that is manufactured on or after the 1st day of January, 1970, and
  - (iii) for which a motor vehicle permit is issued by the Ontario Department of Transport;
- (j) "light commercial motor vehicle" means a commercial motor vehicle as defined in *The Highway Traffic Act*,
  - (i) that has a gross vehicle weight of not more than 6,000 pounds,
  - (ii) that is manufactured after the commencement of the 1970 model year of the manufacturer, and
  - (iii) for which a motor vehicle permit is issued by the Ontario Department of Transport;
- (k) "light duty motor vehicle" means a passenger motor vehicle or a light commercial motor vehicle;
- (l) "model" in respect of a new motor vehicle means a class of motor vehicle designed, constructed and assembled by the manufacturer thereof for a particular purpose and designated as a model by the manufacturer during a model year;
- (m) "model year" means the annual period of manufacturing of new motor vehicles or new motor vehicle engines, in the twelve-month period designated by the manufacturer, but, where the manufacturer does not so designate such motor vehicles and motor vehicle engines, the model year in respect of such motor vehicles and motor vehicle engines means the twelve-month period beginning on the 1st day of January of the year in which such manufacturing begins;
- (n) "motorcycle" means a self-propelled motor vehicle having a seat or saddle for the use of the driver and designed to travel on not more than three wheels in contact with the ground and includes a bicycle with a motor attached and a motor scooter, but does not include any motor vehicle that weighs at least 1,500 pounds;

- (o) "motor vehicle engine" includes the exhaust emission system;
- (p) "opacity" in respect of the exhaust emission of a diesel powered heavy commercial motor vehicle, means the fraction of a beam of light, expressed as a percentage, that fails to penetrate that exhaust emission;
- (q) "passenger motor vehicle" means a motor vehicle other than a motorcycle or a bus,
  - (i) that is designed to carry an operator and one or more passengers,
  - (ii) that is manufactured after the commencement of the 1970 model year of the manufacturer, and
  - (iii) for which a motor vehicle permit is issued by the Ontario Department of Transport;
- (r) "system or device" includes any modification of a motor vehicle having a motor vehicle engine, which modification prevents or lessens the emission of air contaminant or contaminants into the outdoor atmosphere;
- (s) "ultimate purchaser" means the person to whom a motor vehicle permit for the operation of a motor vehicle or motor vehicle engine is issued by the Ontario Department of Transport. O. Reg. 285/69, s. 1.

## APPLICATION

## 2. This Regulation applies to,

- (a) new light duty motor vehicles; and
- (b) new motor vehicle engines designed, constructed and assembled by a manufacturer for installation in new light duty motor vehicles,

manufactured after the commencement of the 1970 model year and sold, offered or exposed for sale to or used by the ultimate purchaser who is a resident of Ontario, and to,

- (c) new heavy commercial motor vehicles; and
- (d) new motor vehicle engines designed, constructed and assembled by a manufacturer for installation in new heavy commercial motor vehicles,

manufactured on or after the 1st day of January, 1970 and sold, offered or exposed for sale to or used by the ultimate purchaser who is a resident of Ontario. O. Reg. 285/69, s. 2.

## EXEMPTIONS

3. The classes and types of new motor vehicles and new motor vehicle engines exempt from this Regulation are,

- (a) a motor vehicle engine that has an engine displacement of less than fifty cubic inches;
- (b) a motor vehicle having a motor vehicle engine that has an engine displacement of less than fifty cubic inches;
- (c) a motorcycle;
- (d) a motor vehicle or motor vehicle engine not intended for use on a street or highway;
- (e) a motor vehicle or motor vehicle engine that is operated by a person not a resident of Ontario who is in Ontario temporarily;
- (f) a new light duty motor vehicle or new light duty motor vehicle engine that uses fuel other than gasoline or compressed or liquefied hydrocarbons for motive power;
- (g) a new heavy commercial motor vehicle or new heavy commercial motor vehicle engine that uses fuel other than gasoline or compressed or liquefied hydrocarbons or diesel fuel for motive power;
- (h) new light duty motor vehicles having new light duty motor vehicle engines of a specified engine displacement of which not more than fifty such new light duty motor vehicles having new light duty motor vehicle engines are sold or delivered in Ontario in any model year; or
- (i) any new light duty motor vehicle, having a new light duty motor vehicle engine, forming part of a manufacturer's total annual sales volume in Ontario, where such total annual sales volume does not exceed 100 new light duty motor vehicles having new light duty motor vehicle engines. O. Reg. 285/69, s. 3.

## STANDARDS FOR SYSTEMS OR DEVICES

4. Where a system or device is installed on or incorporated in a new motor vehicle or a new motor vehicle engine, such system or device in its operation or function shall meet the requirements of sections 6 to 8 and,

- (a) shall not cause emission into the outdoor atmosphere of any air contaminant or contaminants that would not be emitted into the outdoor atmosphere during the operation of such motor vehicle or motor vehicle engine if the motor vehicle or motor vehicle



engine were not equipped with such system or device; and

- (b) shall not result in any unsafe condition endangering persons or property. O. Reg. 285/69, s. 4.

#### CRANKCASE EMISSIONS

5.—(1) Where a new light duty motor vehicle or new light duty motor vehicle engine is operated in Ontario, the crankcase of the light duty motor vehicle engine shall be constructed in such manner and maintained in such condition that no crankcase emissions are discharged into the outdoor atmosphere.

(2) Where a new gasoline powered heavy commercial motor vehicle or new gasoline powered heavy commercial motor vehicle engine is operated in Ontario, the crankcase of the motor vehicle engine shall be constructed in such manner and maintained in such condition that no crankcase emissions are discharged into the outdoor atmosphere.

(3) The manufacturer of any new motor vehicle or new motor vehicle engine on or in which a system or device is installed or incorporated to comply with the requirements of subsection 1 or 2 shall test or cause to be tested as many motor vehicles and motor vehicle engines as are required to ensure that the motor vehicles or motor vehicle engines meet the requirements of subsection 1 or 2, as the case may be, for not less than one year after sale and delivery to the ultimate purchaser. O. Reg. 285/69, s. 5.

#### EXHAUST EMISSIONS FROM LIGHT DUTY MOTOR VEHICLES AND LIGHT DUTY MOTOR VEHICLE ENGINES

6.—(1) For the purposes of this section,

- (a) where the records of a manufacturer of his sales in Ontario of motor vehicles in any year are not available or are inadequate for the selection of new motor vehicles and new motor vehicle engines for a model year for testing under subsection 5, the manufacturer shall make selections of new motor vehicles and new motor vehicle engines on the basis of his total sales of motor vehicles and motor vehicle engines; or
- (b) where any motor vehicle manufacturer is subject to the terms and conditions of the Canada-U.S. Automotive Products Trade Agreement, he may, when selecting new light duty motor vehicles and new light duty motor vehicle engines for a model year for testing under subsection 5, base his selection on the records of his sales for the area covered by the Agreement.

(2) Where a new light duty motor vehicle or a new light duty motor vehicle engine is operated in Ontario, the hydrocarbon and carbon monoxide content of the exhaust emissions shall not exceed,

(a) 2.2 grams of hydrocarbons per vehicle mile; or

(b) 23 grams of carbon monoxide per vehicle mile.

(3) The requirements of subsection 2 apply to composite values calculated under subsection 7 from results obtained in tests of exhaust emissions from the operation of the new light duty motor vehicles and new light duty motor vehicle engines in accordance with the test procedures set out in paragraphs 4 and 5 of subsection 5.

(4) Where the composite value calculated under subsection 7 for a new light duty motor vehicle having a new light duty motor vehicle engine of a specified engine displacement does not exceed the amounts of hydrocarbons and carbon monoxide set out in subsection 2, every new light duty motor vehicle having a new light duty motor vehicle engine of the same specified engine displacement shall be deemed to comply with the requirements of subsection 2.

(5) Procedures for selecting, testing and inspecting exhaust emission control systems or devices installed on or incorporated in new light duty motor vehicles and new light duty motor vehicle engines to prevent or lessen the emission into the outdoor atmosphere of any air contaminant or contaminants from the operation of such new light duty motor vehicles or new light duty motor vehicle engines, shall be as follows:

1. Where a manufacturer of new light duty motor vehicles and new light duty motor vehicle engines intends to sell, offer or expose for sale in any model year a new light duty motor vehicle having a new light duty motor vehicle engine, he shall select, from his manufacture of such light duty motor vehicles and light duty motor vehicle engines, for testing of exhaust emissions,
  - (a) at least two such light duty motor vehicles having light duty motor vehicle engines of the same engine displacement; and
  - (b) where the probable sales volume of new light duty motor vehicles having light duty motor vehicle engines of a specified engine displacement will account for at least one-half of one per cent of the total number of new light duty motor vehicles sold in Ontario in the latest preceding model year of the manufacturer for which sales records in Ontario are available, at least four new light duty motor vehicles having new light duty motor vehicle engines of the same engine displacement,



but in no case shall any exhaust emission control system or device used by the manufacturer be represented on fewer than two new light duty motor vehicles, and in no case shall the total number of new light duty motor vehicles having new light duty motor vehicle engines be fewer than four.

2. New light duty motor vehicles selected under paragraph 1 and used for the testing of new light duty motor vehicle engines shall be those motor vehicles in which the manufacturer usually installs such engines and shall be equipped as nearly as possible with transmission and carburetors in proportion to the number of comparable light duty motor vehicles so equipped in the latest preceding model year of the manufacturer for which his sales records in Ontario are available.

3. Where under paragraph 2 a manufacturer makes tests of new light duty motor vehicles having new light duty motor vehicle engines and installs a combination of engine and transmission system in more than one model of light duty motor vehicle, only one series of tests of exhaust emissions is required, but, where the combination of such engine and transmission system in any new light duty motor vehicle may increase the amount of hydrocarbons and carbon monoxide in the exhaust emissions, tests are required in respect of each light duty motor vehicle.

4. Each new light duty motor vehicle having a new light duty motor vehicle engine selected for testing under paragraph 1 for amounts of hydrocarbons and carbon monoxide in exhaust emissions shall be driven a distance of at least 4,000 miles with all emission control systems or devices installed and operating and tests shall then be made for the amounts of hydrocarbons and carbon monoxide in the exhaust emissions, each test being of the new light duty motor vehicle running on a dynamometer and the motor vehicle engine for each test being run from a cold start through seven identical testing cycles without stalling of the light duty motor vehicle engine and with each cycle lasting 137 seconds and consisting of a series of periods of acceleration, deceleration, steady speeds and idling.

5. The hydrocarbon and carbon monoxide content of the exhaust emissions referred to in paragraph 4 shall be measured for each period of the first four cycles and the last two cycles of the seven testing cycles and shall be recorded in respect of each new light duty motor vehicle engine so that a value, expressed as grams per vehicle mile,

representative of the hydrocarbon and carbon monoxide content in the exhaust emissions during the periods of the six recorded testing cycles, is obtained for that engine for the purposes of subsection 7.

6. In addition to the selection of new light duty motor vehicles having new light duty motor vehicle engines for testing of exhaust emissions under paragraphs 2 to 5, the manufacturer shall select not fewer than four and not more than twelve new light duty motor vehicles for tests of durability of the systems or devices or of the exhaust emission system and in the selection he shall have regard to the combinations of engine displacements and transmissions, including automatic and manual transmission installations, so that his selections represent at least 70 per cent of the number of light duty motor vehicles sold by the manufacturer in Ontario during his latest preceding model year for which his sales records in Ontario are available, but where his records show that the total number of light duty motor vehicles sold by him in Ontario is less than 10 per cent of the total sales in Ontario of all light duty motor vehicles of all manufacturers, the combinations shall be so chosen that the number of new light duty motor vehicles tested for durability of the systems or devices or of the exhaust emission systems shall be not fewer than four and not more than eight and shall represent at least 50 per cent of the number of light duty motor vehicles sold by the manufacturer during such model year, but in no case shall fewer than two motor vehicles containing each exhaust emission control system or device be tested nor shall the total number of new light duty motor vehicles so tested be fewer than four.

7. Every new light duty motor vehicle having a new light duty motor vehicle engine selected under paragraph 6 shall be driven a distance of at least 50,000 miles and tested in the manner referred to in paragraph 4, the tests to be carried out on each new light duty motor vehicle at intervals of not more than 4,000 miles, and the results from such tests shall be recorded.

8. From the results recorded under paragraph 7 a value shall be calculated for the hydrocarbon and carbon monoxide exhaust emissions over the seven-cycle test for each 4,000 mile interval for each new light duty motor vehicle in the manner described in paragraph 5 and the representative values thus obtained shall be used in the calculation of the factor mentioned in subsection 7.

(6) Where recording is made in this section of results of tests for amounts of hydrocarbons and car-

bon monoxide in exhaust emissions in respect of any new light duty motor vehicle having a new light duty motor vehicle engine, two composite values, one for hydrocarbons and one for carbon monoxide, shall be determined under subsection 7 for each engine displacement, which composite values take into account factors of deterioration in efficiency of the system or device installed thereon or incorporated therein, resulting from the use of that new light duty motor vehicle and new light duty motor vehicle engine, in accordance with the procedure under subsection 7.

(7) The procedure for the calculation of the composite value of hydrocarbons and carbon monoxide in the exhaust emissions of each new light duty motor vehicle tested shall be as follows:

1. For each exhaust emission control system or device, two emission deterioration factors, one for hydrocarbons and one for carbon monoxide, shall be determined by using the results obtained from the relevant new light duty motor vehicles and new light duty motor vehicle engines tested under paragraphs 7 and 8 of subsection 5 by,
  - (a) plotting two graphs, one for hydrocarbons and one for carbon monoxide, of vehicle mileage against exhaust emission levels for each control system or device tested under paragraphs 7 and 8 of subsection 5;
  - (b) drawing a straight line, by the method of least squares, as near as possible to the points plotted on each graph; and
  - (c) calculating the deterioration factors in respect of hydrocarbons and carbon monoxide for deterioration in efficiency for each exhaust emission control system or device in accordance with the following formula:
 
$$\text{factor} = \frac{\text{exhaust emissions interpolated to 50,000 miles}}{\text{exhaust emissions interpolated to 4,000 miles}}$$
2. The exhaust emission test results from each new light duty motor vehicle tested under paragraphs 4 and 5 of subsection 5 shall be multiplied by the appropriate factor determined in paragraph 1 of this subsection for hydrocarbons or carbon monoxide for the particular exhaust emission control system or device installed on or incorporated in the engine of that new light duty motor vehicle.
3. For each engine displacement, the results obtained in paragraph 2 for each new light duty motor vehicle in that engine displace-

ment class shall be weighted in proportion to the projected sales of the new light duty motor vehicles represented by each test vehicle.

4. For each engine displacement, the weighted results obtained in paragraph 3 shall be averaged.
  5. For each engine displacement, the exhaust emissions to be compared with the standard, referred to in subsection 2, shall be the averaged values for hydrocarbons and carbon monoxide obtained under paragraph 4.
4. O. Reg. 285/69, s. 6.

#### EXHAUST EMISSIONS FROM GASOLINE POWERED HEAVY COMMERCIAL MOTOR VEHICLE ENGINES

7.—(1) For the purposes of this section, where the records of a manufacturer of his sales in Ontario of gasoline powered heavy commercial motor vehicle engines are not available or are inadequate or, where he is subject to the terms and conditions of the Canada-U.S. Automotive Products Trade Agreement, he shall make selections of such engines for testing in the manner described in subsection 1 of section 6.

(2) Where a new gasoline powered heavy commercial motor vehicle or a new gasoline powered heavy commercial motor vehicle engine is operated in Ontario, the hydrocarbon and carbon monoxide content of the exhaust emissions shall not exceed,

- (a) 275 parts per million by volume of hydrocarbons; or
- (b) 1.5 per cent by volume of carbon monoxide.

(3) The requirements of subsection 2 apply to composite values calculated under subsection 7 from results obtained in tests of exhaust emissions from the operation of the new gasoline powered heavy commercial motor vehicle engines in accordance with the test procedures set out in paragraphs 2 and 3 of subsection 5.

(4) Where the composite value calculated under subsection 7 for any combination of exhaust emission control system or device and new gasoline powered heavy commercial motor vehicle engine of a specified engine displacement does not exceed the amounts of hydrocarbons and carbon monoxide set out in subsection 2, every new heavy commercial motor vehicle having such combination of exhaust emission control system or device and gasoline powered heavy commercial motor vehicle engine of that specified engine displacement installed therein shall be deemed to comply with the requirements of subsection 2.

(5) Procedures for selecting, testing and inspecting exhaust emission control systems or devices installed on or incorporated in new gasoline powered heavy commercial motor vehicle engines shall be as follows:



1. Where a manufacturer of new gasoline powered heavy commercial motor vehicles and new gasoline powered heavy commercial motor vehicle engines intends to sell, offer or expose for sale in any model year a new heavy commercial motor vehicle having a new gasoline powered heavy commercial motor vehicle engine, he shall select, from his manufacture of such motor vehicles and motor vehicle engines for testing of exhaust emissions,

- (a) at least one new gasoline powered heavy commercial motor vehicle engine of each combination of engine displacement and exhaust emission control system or device; and

- (b) where the probable sales volume of new heavy commercial motor vehicles having a combination of a gasoline powered engine of a specified engine displacement and an exhaust emission control system or device will account for at least one-half of one per cent of the total number of new gasoline powered heavy commercial motor vehicle engines sold in Ontario in the latest preceding model year of the manufacturer for which sales records in Ontario are available, at least two new gasoline powered heavy commercial motor vehicle engines of such combination of engine displacement and exhaust emission control system or device,

but in no case shall the total number of new gasoline powered heavy commercial motor vehicle engines be fewer than two.

2. Each new gasoline powered heavy commercial motor vehicle engine selected for testing under paragraph 1 for amounts of hydrocarbons and carbon monoxide in exhaust emissions shall be operated a minimum of 125 hours on an engine dynamometer with all exhaust emission control systems or devices installed and operating, after which time the engine shall be switched off for at least one hour, then tests for the amounts of hydrocarbons and carbon monoxide in the exhaust emissions shall be made with the engine, after idling for an initial five minute period, running through four identical testing cycles and with each cycle lasting 300 seconds and consisting of a series of periods of acceleration, deceleration, steady speed and idling.

3. The hydrocarbon and carbon monoxide content of the exhaust emissions referred to in paragraph 2 shall be measured for each period of the four testing cycles and

shall be recorded in respect of each gasoline powered heavy commercial motor vehicle engine, so that a value, representative of the hydrocarbon and carbon monoxide content in the exhaust emissions during the periods of the four testing cycles, is obtained for that engine for the purposes of subsection 7.

4. In addition to the selection of combinations of new gasoline powered heavy commercial motor vehicle engines and exhaust emission control systems or devices for the testing of exhaust emissions under paragraph 2, the manufacturer shall select not fewer than two and not more than six combinations of new gasoline powered heavy commercial motor vehicle engines and exhaust emission control systems or devices for tests of durability of such systems or devices or of the exhaust emission system so that his selections represent at least 70 per cent of the number of new gasoline powered heavy commercial motor vehicle engines sold by the manufacturer in Ontario during his latest preceding model year for which his sales records in Ontario are available, but where his records show that the total number of new gasoline powered heavy commercial motor vehicle engines sold by him in Ontario is less than 10 per cent of the total sales in Ontario of all new gasoline powered heavy commercial motor vehicle engines of all manufacturers, the combinations shall be so chosen that the number of new gasoline powered heavy commercial motor vehicle engines tested for durability of the systems or devices or of the exhaust emission systems represents at least 50 per cent of the number of gasoline powered heavy commercial motor vehicle engines sold by the manufacturer during that latest preceding model year, but in no case shall the number of new gasoline powered heavy commercial motor vehicle engines so tested be fewer than two.
5. Every combination of new gasoline powered heavy commercial motor vehicle engine and exhaust emission control system or device selected for testing under paragraph 4 shall be driven on an engine dynamometer for at least 1,500 hours and tested in the manner referred to in paragraph 2, the tests to be carried out on each new gasoline powered heavy commercial motor vehicle engine at intervals of not more than 125 hours, and the results from such tests shall be recorded.

6. From the results recorded under paragraph 5 a value shall be calculated for the hydrocarbon and carbon monoxide content of the exhaust emissions over the whole four-



cycle test for each 125 hour interval for each new gasoline powered heavy commercial motor vehicle engine in the manner described in paragraph 3 and the representative values thus obtained shall be used in the calculation of the factor mentioned in subsection 7.

(6) Where recording is made in this section of results of tests for amounts of hydrocarbons and carbon monoxide in exhaust emissions in respect of any new gasoline powered heavy commercial motor vehicle engine, two composite values, one for hydrocarbons and one for carbon monoxide, shall be determined under subsection 7 for each combination of engine displacement and exhaust emission control system or device, which values take into account factors of deterioration in efficiency of the system or device installed thereon or incorporated therein, resulting from the use of such engine in accordance with the procedure under subsection 7.

(7) The procedure for the calculation of the composite value of hydrocarbons and carbon monoxide in the exhaust emissions of each new gasoline powered heavy commercial motor vehicle engine tested shall be as follows:

1. For each exhaust emission control system or device two deterioration factors, one for hydrocarbons and one for carbon monoxide, shall be determined by using the results obtained from the new gasoline powered heavy commercial motor vehicle engines tested under paragraphs 5 and 6 of subsection 5 by,

- (a) (a) plotting two graphs, one for hydrocarbons and one for carbon monoxide of hours of operation against exhaust emission levels for each emission control system or device tested under paragraphs 5 and 6 of subsection 5;
- (b) drawing a straight line, by the method of least squares, as near as possible to the points plotted on each graph; and
- (c) calculating the deterioration factors in respect of hydrocarbons and carbon monoxide for deterioration in efficiency for each exhaust emission control system or device in accordance with the following formula:

$$\text{factor} = \frac{\text{exhaust emissions interpolated to 1,500 hours}}{\text{exhaust emissions interpolated to 125 hours}}$$

2. The exhaust emission test results from

each new gasoline powered heavy commercial motor vehicle engine tested under paragraphs 2 and 3 of subsection 5 shall be multiplied by the appropriate factor determined in paragraph 1 of this subsection for hydrocarbons or carbon monoxide for the particular exhaust emission control system or device installed on or incorporated in that new gasoline powered heavy commercial motor vehicle engine.

3. For each engine displacement, the results obtained in paragraph 2 for all new gasoline powered heavy commercial motor vehicle engines in that engine displacement class shall be weighted in proportion to the projected sales of new gasoline powered heavy commercial motor vehicles and new gasoline powered heavy commercial motor vehicle engines represented by each test engine.
4. For each engine displacement, the weighted results obtained in paragraph 3 shall be averaged.
5. For each engine displacement, the exhaust emissions to be compared with the standard, referred to in subsection 2, shall be the average values for hydrocarbons and carbon monoxide obtained under paragraph 4. O. Reg. 285/69, s. 7.

#### SMOKE FROM DIESEL POWERED HEAVY COMMERCIAL MOTOR VEHICLE ENGINES

8.—(1) For the purposes of this section, where the records of a manufacturer of his sales in Ontario of diesel powered heavy commercial motor vehicle engines are not available or are inadequate or, where he is subject to the terms and conditions of the Canada-U.S. Automotive Products Trade Agreement, he shall make selections of such engines for testing in the manner described in subsection 1 of section 6.

(2) Where a new diesel powered heavy commercial motor vehicle or a new diesel powered heavy commercial motor vehicle engine is operated in Ontario, the opacity of the exhaust emissions shall not exceed,

- (a) 40 per cent opacity during the acceleration mode; or
- (b) 20 per cent opacity during the lugging mode.

(3) The requirements of subsection 2 apply to composite values calculated under subsection 7 from results obtained in tests of exhaust emissions from the operation of the new diesel powered heavy commercial motor vehicle engines in accordance with the test procedures set out in paragraphs 2 and 3 of subsection 5.

(4) Where the values calculated under subsection 7 for any group of new diesel powered heavy commercial motor vehicle engines do not exceed the levels of opacity set out in subsection 2, every new heavy commercial motor vehicle having a diesel engine included in that group shall be deemed to comply with the requirements of subsection 2.

(5) Procedures for selecting, testing and inspecting exhaust emission control systems or devices installed on or incorporated in new diesel powered heavy commercial motor vehicle engines, shall be as follows:

1. Where a manufacturer of new diesel powered heavy commercial motor vehicles and new diesel powered heavy commercial motor vehicle engines intends to sell, offer or expose for sale in any model year a new heavy commercial motor vehicle having a new diesel powered heavy commercial motor vehicle engine, he shall divide his manufacture of such engines into groups, each engine group consisting of a specific combination of combustion cycle, cylinder configuration and dimensions, method of air aspiration and fuel feed, and shall select from each group for testing of opacity of exhaust emissions two engines that feature the highest fuel feed per stroke, primarily at the speed of maximum torque and secondarily at rated speed.
2. Each new diesel powered heavy commercial motor vehicle engine selected for testing under paragraph 1 for opacity of exhaust emissions shall be operated on an engine dynamometer for at least 125 hours with the dynamometer and engine adjusted so that the motor vehicle engine is operating at 95 to 100 per cent of rated speed and at 95 to 100 per cent of maximum rated horsepower, after which time the warm motor vehicle engine shall be preconditioned by being operated for ten minutes at maximum rated horsepower, then tested for opacity of exhaust emissions by being operated through three cycles, each cycle consisting of periods of accelerating and lugging, with a five-minute period of idling between each cycle.
3. The opacity of the exhaust emissions referred to in paragraph 2 shall be recorded during the whole of each of the three cycles, from which records values, representative of the opacity of the exhaust emissions during the three acceleration periods and the three lugging periods, shall be obtained for the purposes of subsection 7.
4. In addition to the selection of new diesel powered heavy commercial motor vehicle engines for testing of opacity of the exhaust

emissions under paragraph 2, the manufacturer shall select from each group mentioned in paragraph 1, for tests of durability and lifetime opacity of exhaust emissions, one new diesel powered heavy commercial motor vehicle engine that features the highest fuel feed per stroke, primarily at rated speed and secondarily at the speed of maximum torque, but where his records show that the total number of new diesel powered heavy commercial motor vehicle engines sold by him in Ontario is less than 5 per cent of the total sales in Ontario of all diesel powered heavy commercial motor vehicle engines of all manufacturers, he shall not be required to test more than four new diesel powered heavy commercial motor vehicle engines, which engines shall be selected from the groups of such engines in order of expected sales volume and shall represent as many groups as possible and shall include at least one new diesel powered heavy commercial motor vehicle engine using each combustion cycle and one new diesel powered heavy commercial motor vehicle engine using each method of air aspiration included in the expected production of the manufacturer.

5. Every new diesel powered heavy commercial motor vehicle engine tested under paragraph 4 shall be driven on an engine dynamometer for at least 1,000 hours with the dynamometer and new diesel powered heavy commercial motor vehicle engine adjusted so that the vehicle engine is operating at 95 to 100 per cent of rated speed and at 95 to 100 per cent of maximum rated horsepower and is tested in the manner referred to in paragraph 2, the tests to be carried out on each new diesel powered heavy commercial motor vehicle engine at intervals of not more than 125 hours, and the results from such tests shall be recorded.
6. From the results recorded under paragraph 5 values shall be calculated for the opacity of exhaust emissions over the whole three-cycle test for each 125 hour interval for each new diesel powered heavy commercial motor vehicle engine in the manner described in paragraph 3 and the representative values thus obtained shall be used in the calculation of the factor mentioned in subsection 7.

(6) Where recording is made in this section of results of tests for the opacity of exhaust emissions in respect of any new diesel powered heavy commercial motor vehicle engine, composite values for the acceleration and lugging modes shall be determined under subsection 7 for each group of diesel engines, which values take into account factors of



deterioration in efficiency of the control of exhaust emissions from the use of such diesel powered heavy commercial motor vehicle engines in accordance with the procedure under subsection 7.

(7) The procedure for calculation of the composite value of the opacity during the acceleration mode and the lugging mode of each new diesel powered heavy commercial motor vehicle engine tested shall be as follows:

1. For each new diesel powered heavy commercial motor vehicle engine tested under paragraphs 5 and 6 of subsection 5, two emission deterioration factors, one for the acceleration mode and one for the lugging mode, shall be determined by using the results obtained from tests under paragraphs 5 and 6 of subsection 5 by,

- (a) plotting two graphs, one for the acceleration mode and one for the lugging mode, of hours of operation against the percentage opacity during the relevant mode for each new diesel powered heavy commercial motor vehicle engine tested under paragraphs 5 and 6 of subsection 5;
- (b) drawing a straight line, by the method of least squares, as near as possible to the points plotted on each graph; and
- (c) calculating the deterioration factors in respect of the acceleration mode and the lugging mode for deterioration in efficiency for each new diesel powered heavy commercial motor vehicle engine in accordance with the following formula:

$$\text{factor} = \frac{\text{percentage opacity interpolated to 1,000 hours minus}}{\text{percentage opacity interpolated to 125 hours}}$$

2. For each group of new diesel powered heavy commercial motor vehicle engines, the exhaust emission test results from each of the two new diesel powered heavy commercial motor vehicle engines tested under paragraphs 2 and 3 of subsection 5 shall be added to the appropriate factor determined in paragraph 1 of this subsection for the acceleration mode or the lugging mode of the appropriate new diesel powered heavy commercial motor vehicle engine representing that group, or, if that group is not represented, shall be added to the appropriate factor of the new diesel powered heavy commercial motor vehicle engine,

tested under paragraphs 2 and 3 of subsection 5, having the same combustion cycle and the same method of air aspiration and, as near as possible, the same fuel/eed per stroke.

3. For each group of new diesel powered heavy commercial motor vehicle engines, the opacity values to be compared with the standard, referred to in subsection 2, shall be the average opacity values of the two new diesel powered heavy commercial motor vehicle engines of that group obtained in paragraph 2. O. Reg. 285/69, s. 8.

#### APPLICATION AND APPROVAL PROCEDURES

9.—(1) Where the manufacturer of new motor vehicles and new motor vehicle engines has tested representative vehicles and engines thereof in accordance with the test procedures described in sections 6 to 8 and an application is made to the Minister for approval of the systems or devices installed on or incorporated in such vehicles and engines, the Minister may issue a certificate of approval for the system or device.

(2) Every application under subsection 1 shall be in writing and shall state,

- (a) particulars of the new motor vehicles and new motor vehicle engines that were tested;
- (b) particulars of the tests, including the procedures and results; and
- (c) particulars of the systems or devices that are to be installed on or incorporated in the new motor vehicles or new motor vehicle engines for the model year.

(3) Where, during any model year, a manufacturer makes alterations to systems or devices installed on or incorporated in new motor vehicles or new motor vehicle engines for which a certificate of approval has been issued, which alterations could increase exhaust emissions above the levels prescribed in sections 6 to 8, the particulars of such alterations shall be furnished to the Minister who, where he is of the opinion that the alterations are at variance with the existing certificate of approval issued to the manufacturer, may cancel the certificate of approval and require a recertification of the altered motor vehicle or motor vehicle engine.

(4) Where the Minister issues a certificate of approval of a system or device installed on or incorporated in a new motor vehicle or a new motor vehicle engine to prevent or lessen the emission into the outdoor atmosphere of any air contaminant or contaminants, the certificate of approval shall remain in effect for the whole of the model year for which the certificate of approval was issued, unless the certificate of approval is cancelled under subsection 3.



(5) Every manufacturer of new motor vehicles or new motor vehicle engines shall furnish to the Minister, upon request, the range of designations applied by the manufacturer to new motor vehicles and new motor vehicle engines,

- (a) that he intends to manufacture in any model year; and
- (b) that have systems or devices to be installed thereon or incorporated thereon, for which systems or devices the Minister has issued a certificate of approval. O. Reg. 285/69, s. 9.

(6) Where a certificate of approval has been issued under subsection 1 in respect of any new motor vehicle or new motor vehicle engine, a plate or an adhesive label shall be affixed to such engine or to the engine compartment of such vehicle, stating that such engine or vehicle complies with the relevant sections of this Regulation and giving any other data as may be necessary for the correct maintenance and function of any exhaust emission control system or device that is installed on or incorporated in such engine or vehicle. O. Reg. 134/70, s. 1.

## REGULATION 13

### under The Air Pollution Control Act

#### AIR CONTAMINANTS FROM 1969 MODEL MOTOR VEHICLES

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "commercial motor vehicle" means a commercial motor vehicle as defined in *The Highway Traffic Act* and,
  - (i) that has a design capacity of not more than one-half ton,
  - (ii) that is manufactured during the 1969 model year of the manufacturer, and
  - (iii) for which a motor vehicle permit is issued by the Ontario Department of Transport;
- (b) "crankcase" means the enclosure within a motor vehicle engine that is connected to the oil pump by internal passages through which gases and vapours can flow;
- (c) "crankcase emissions" means air contaminant or contaminants that are emitted to the outdoor atmosphere through any opening in the crankcase;
- (d) "engine displacement" means the product expressed in cubic inches, resulting from the multiplication of the total cross-sectional area of the cylinders of the motor vehicle engine as expressed in square inches, and the piston stroke as expressed in inches;
- (e) "exhaust emissions" means air contaminant or contaminants emitted to the outdoor atmosphere from any opening downstream from the exhaust port of a motor vehicle engine;
- (f) "exhaust emission system" in respect of a motor vehicle engine includes the exhaust port, exhaust manifold, exhaust pipe, muffler, tail pipe and such systems or devices incorporated therein or connected therewith to prevent or lessen the emission of air contaminant or contaminants into the outdoor atmosphere;
- (g) "model" in respect of a new motor vehicle means a class of motor vehicle designed, constructed and assembled by the manu-

facturer thereof for a particular purpose and designated as a model by the manufacturer during a model year;

- (h) "model year" means the annual period of manufacturing of new motor vehicles or new motor vehicle engines, in the twelve-month period designated by the manufacturer, but, where the manufacturer does not so designate such motor vehicles and motor vehicle engines, the model year in respect of such motor vehicles and motor vehicle engines means the twelve-month period beginning on the 1st day of January of the year in which such manufacturing begins;
- (i) "motorcycle" means a self-propelled motor vehicle having a seat or saddle for the use of the driver and designed to travel on not more than three wheels in contact with the ground and includes a bicycle with a motor attached and a motor scooter, but does not include any motor vehicle that weighs at least 1,500 pounds;
- (j) "motor vehicle engine" includes the exhaust emission system;
- (k) "passenger motor vehicle" means a motor vehicle other than a motorcycle or a bus,
  - (i) that is designed to carry an operator and one or more passengers,
  - (ii) that is manufactured during the 1969 model year of the manufacturer, and
  - (iii) for which a motor vehicle permit is issued by the Ontario Department of Transport;
- (l) "system or device" includes any modification of a motor vehicle having a motor vehicle engine, which modification prevents or lessens the emission of air contaminant or contaminants into the outdoor atmosphere;
- (m) "ultimate purchaser" means the person to whom a motor vehicle permit for the operation of a motor vehicle or motor vehicle engine is issued by the Ontario Department of Transport. O. Reg. 403/68, s. 1; O. Reg. 316/69, s. 2.



## APPLICATION

## 2. This Regulation applies to,

- (a) commercial motor vehicles and passenger motor vehicles manufactured during the 1969 model year and sold as 1969 model motor vehicles;
- (b) new motor vehicle engines designed, constructed and assembled by a manufacturer for installation in new passenger motor vehicles and new commercial motor vehicles manufactured during the 1969 model year and sold as 1969 model motor vehicles; and
- (c) all new motor vehicles sold, offered or exposed for sale as 1969 models to the ultimate purchaser who is a resident of Ontario. O. Reg. 316/69, s. 3.

## EXEMPTIONS

## 3. The classes and types of new motor vehicles and new motor vehicle engines exempt from this Regulation are,

- (a) a motor vehicle engine that has an engine displacement of less than 50 cubic inches;
- (b) a motor vehicle having a motor vehicle engine that has an engine displacement of less than 50 cubic inches;
- (c) a motor vehicle engine in a commercial motor vehicle that has a design capacity of more than one-half ton;
- (d) a commercial motor vehicle that has a design capacity of more than one-half ton;
- (e) a motorcycle;
- (f) a motor vehicle or motor vehicle engine not intended for use on a street or highway;
- (g) a motor vehicle or motor vehicle engine that is operated by a person not a resident of Ontario who is in Ontario temporarily;
- (h) a new motor vehicle or new motor vehicle engine that uses fuel other than gasoline for motive power;
- (i) new motor vehicles having new motor vehicle engines of a specified engine displacement of which not more than fifty such new motor vehicles having new motor vehicle engines are sold or delivered in Ontario in any model year; and
- (j) any new motor vehicle, having a new motor vehicle engine, forming part of a manufac-

turer's total annual sales volume in Ontario where such total annual sales volume does not exceed 100 new motor vehicles having new motor vehicle engines. O. Reg. 403/68, s. 3.

## STANDARDS FOR SYSTEMS OR DEVICES

## 4. Where a system or device is installed on or incorporated in a new motor vehicle or a new motor vehicle engine, such system or device, in its operation or function, shall meet the requirements of section 6 and,

- (a) shall not cause emission into the outdoor atmosphere of any air contaminant or contaminants that would not be emitted into the outdoor atmosphere during the operation of such motor vehicle or motor vehicle engine if the motor vehicle or motor vehicle engine were not equipped with such system or device; and
- (b) shall not result in any unsafe condition endangering persons or property. O. Reg. 403/68, s. 4.

## CRANKCASE EMISSIONS

5.—(1) Where a new motor vehicle or new motor vehicle engine is operated in Ontario, the crankcase of the motor vehicle engine shall be constructed in such manner and maintained in such condition that no crankcase emissions are discharged into the outdoor atmosphere.

(2) The manufacturer of any new motor vehicle or new motor vehicle engine on or in which a system or device is installed or incorporated to comply with the requirements of subsection 1 shall test or cause to be tested as many motor vehicles and motor vehicle engines as are required to ensure that the motor vehicles or motor vehicle engines meet the requirements of subsection 1 for not less than one year after sale and delivery to the ultimate purchaser. O. Reg. 403/68, s. 5.

## EXHAUST EMISSIONS

6.—(1) Where a new motor vehicle or a new motor vehicle engine is operated in Ontario, the hydrocarbon and carbon monoxide content of the exhaust emissions shall not exceed,

- (a) where the engine displacement is at least 50 cubic inches but not more than 100 cubic inches,
  - (i) 410 parts per million by volume of hydrocarbons, or
  - (ii) 2.3 per cent by volume of carbon monoxide;



(b) where the engine displacement is more than 100 cubic inches but not more than 140 cubic inches,

(i) 350 parts per million by volume of hydrocarbons, or

(ii) 2.0 per cent by volume of carbon monoxide; and

(c) where the engine displacement is more than 140 cubic inches,

(i) 275 parts per million by volume of hydrocarbons, or

(ii) 1.5 per cent by volume of carbon monoxide.

(2) The requirements of subsection 1 apply to composite values calculated under section 8 from results obtained in tests of exhaust emissions from the operation of the new motor vehicles and new motor vehicle engines in accordance with the test procedures set out in section 7.

(3) Where the composite value calculated under section 8 for a motor vehicle having a motor vehicle engine of a specified engine displacement does not exceed the amounts of hydrocarbons and carbon monoxide set out in subsection 1, every motor vehicle having a motor vehicle engine of the same specified engine displacement shall be deemed to comply with the requirements of subsection 1. O. Reg. 403/68, s. 6.

7.—(1) For the purposes of this section,

(a) where the records of a manufacturer of his sales in Ontario of motor vehicles in any year are not available or are inadequate for the selection of new motor vehicles and new motor vehicle engines for a model year for testing under subsection 2, the manufacturer shall make selections of new motor vehicles and new motor vehicle engines on the basis of his total sales of motor vehicles and motor vehicle engines; or

(b) where any motor vehicle manufacturer is subject to the terms and conditions of the Canada-U.S. Automotive Products Trade Agreement, he may, when selecting new motor vehicles and new motor vehicle engines for a model year for testing under subsection 2 base his selection on the records of his sales for the area covered by the Agreement.

(2) Procedures for testing and inspecting systems or devices installed on or incorporated in new motor vehicles and new motor vehicle engines to prevent or lessen the emission into the outdoor atmosphere of

any air contaminant or contaminants from the operation of such new motor vehicles or new motor vehicle engines, shall be as follows:

1. Where a manufacturer of new motor vehicles and new motor vehicle engines intends to sell, offer or expose for sale in any model year a new motor vehicle having a new motor vehicle engine, he shall select, from his manufacture of such motor vehicles and motor vehicle engines, for testing of exhaust emissions,

(a) at least two such motor vehicles having motor vehicle engines of the same engine displacement; and

(b) where the probable sales volume of new motor vehicles having motor vehicle engines of a specified engine displacement will account for at least one-half of one per cent of the total number of new motor vehicles sold in Ontario in the latest preceding model year of the manufacturer for which sales records in Ontario are available, at least four new motor vehicles having motor vehicle engines of the same engine displacement,

but in no case shall the total number of new motor vehicles having new motor vehicle engines be fewer than four.

2. New motor vehicles used for the testing of the new motor vehicle engines shall be those vehicles in which the manufacturer usually installs such engines and shall be equipped as nearly as possible with transmission and carburetors in proportion to the number of comparable motor vehicles so equipped in the latest preceding model year of the manufacturer for which his sales records in Ontario are available.

3. Where under paragraph 2 a manufacturer makes tests of new motor vehicles having new motor vehicle engines and installs a combination of engine and transmission system in more than one model of motor vehicles, only one series of tests of exhaust emissions is required, but, where the combination of such engine and transmission system in any new motor vehicle may increase the amount of hydrocarbons and carbon monoxide in the exhaust emissions, tests are required in respect of each motor vehicle.

4. Each new motor vehicle having a new motor vehicle engine to be tested for amounts of hydrocarbons and carbon monoxide in exhaust emissions shall be driven a distance

of at least 4,000 miles and tests shall then be made for the amounts of hydrocarbons and carbon monoxide in the exhaust emissions, each test being of the motor vehicle running on a dynamometer and the motor vehicle engine for each test being run from a cold start through seven identical testing cycles without stalling of the motor vehicle engine and with each cycle lasting 137 seconds and consisting of a series of periods of acceleration, deceleration, steady speeds and idling.

5. The hydrocarbon and carbon monoxide content of the exhaust emissions referred to in paragraph 4 shall be measured for each period of the seven testing cycles and shall be recorded in respect of each motor vehicle engine so that a value, representative of the hydrocarbon and carbon monoxide content in the exhaust emissions during the periods of the seven testing cycles, is obtained for that engine for the purposes of section 8.
6. In addition to the selection of new motor vehicles having new motor vehicle engines for testing of exhaust emissions under paragraphs 1 to 5, the manufacturer shall select not fewer than four and not more than ten motor vehicles for tests of durability of the systems or devices or of the exhaust emission system and in the selection he shall have regard to the combinations of engine displacements and transmissions, including automatic and manual transmission installations, so that his selections represent at least 70 per cent of the number of motor vehicles sold by the manufacturer in Ontario during his latest preceding model year for which his sales records in Ontario are available, but, where his records show that the total number of motor vehicles sold by him in Ontario is less than 10 per cent of the total sales in Ontario of all manufacturers, the combination shall be so chosen that the number of motor vehicles tested for durability of the systems or devices or of the exhaust emission systems represents at least 50 per cent of the number of motor vehicles sold by the manufacturer during that latest preceding model year, but in no case shall the number of motor vehicles so tested be fewer than four.
7. Every new motor vehicle having a new motor vehicle engine tested under paragraph 6 shall be driven a distance of at least 50,000 miles and tested in the manner referred to in paragraphs 4 and 5, the tests to be carried out on each motor vehicle at intervals of not more than 4,000 miles and the results from such tests shall be recorded.

8. From the results recorded under paragraph 7 a value shall be calculated for the hydrocarbon and carbon monoxide content of the exhaust emissions and the representative values thus obtained shall be used in the calculation of the factor mentioned in paragraph 5 of section 8. O. Reg. 403/68, s. 7.

8.—(1) Where recording is made under section 7 of results of tests for amounts of hydrocarbons and carbon monoxide in exhaust emissions in respect of any new motor vehicle having a new motor vehicle engine, a composite value shall be determined under subsection 2 that takes into account factors of deterioration in efficiency of the system or device, resulting from the use of that new motor vehicle and new motor vehicle engine, in accordance with the procedures under subsection 2.

(2) The procedures for calculation of the composite value of hydrocarbons and carbon monoxide in the exhaust emissions of each new motor vehicle tested under section 7 shall be as follows:

1. The representative values recorded in respect of all motor vehicles and motor vehicle engines tested under paragraphs 7 and 8 of section 7 shall be averaged for the following mileage intervals:
  - i. 4,000 to 12,000 miles.
  - ii. 12,000 to 24,000 miles.
  - iii. 24,000 to 36,000 miles.
  - iv. 36,000 to 50,000 miles.
2. The result of all tests for amounts of hydrocarbons and carbon monoxide in exhaust emissions recorded in respect of all motor vehicles and motor vehicle engines, tested under paragraphs 4 and 5 of section 7, shall be averaged.
3. The values of the averages of the hydrocarbon concentrations and the carbon monoxide concentrations obtained under paragraphs 1 and 2 at the average number of miles travelled shall be used to obtain two graphs, one for hydrocarbons and one for carbon monoxide, by plotting the average hydrocarbon values and the average carbon monoxide values against the average number of miles travelled by the motor vehicle.
4. On each of the graphs mentioned in paragraph 3 a straight line shall be drawn as near as possible to the points plotted on the graphs and the line shall project a sufficient length to allow readings for emission levels at each of 4,000 miles and 50,000 miles.



5. The factors in respect of hydrocarbons and carbon monoxide for deterioration in efficiency of the systems or devices installed on or incorporated in the new motor vehicles and new motor vehicle engines tested shall be in accordance with the following formula:

$$\text{factor} = \frac{\text{exhaust emissions extrapolated to 50,000 miles}}{\text{exhaust emissions extrapolated to 4,000 miles}}$$

6. The results of all tests of exhaust emissions to determine amounts of hydrocarbons and carbon monoxide under paragraphs 4 and 5 of section 7 for motor vehicles having motor vehicle engines of the same engine displacement shall be averaged.
7. For each engine displacement the composite value mentioned in subsection 1 shall be obtained by multiplication of the hydrocarbon factor or the carbon monoxide factor described in paragraph 5, as the case may be, by the amount of the average obtained under paragraph 6. O. Reg. 403, s. 8.



## REGULATION 14

### under The Air Pollution Control Act

#### EVAPORATIVE EMISSIONS FROM NEW LIGHT DUTY MOTOR VEHICLES

##### INTERPRETATION

##### 1. In this Regulation,

- (a) "engine displacement" means the product, expressed in cubic inches, resulting from the multiplication of the total cross-sectional area of the cylinders of the motor vehicle engine, as expressed in square inches, and the piston stroke, as expressed in inches;
- (b) "evaporative emissions" means any hydrocarbon component of motor gasoline emitted to the outdoor atmosphere from the fuel tank or carburetor of a light duty motor vehicle;
- (c) "exhaust emissions" means air contaminant or contaminants emitted to the outdoor atmosphere from any opening downstream from the exhaust port of a light duty motor vehicle engine;
- (d) "gross vehicle weight" means the manufacturer's gross weight rating;
- (e) "light commercial motor vehicle" means a commercial motor vehicle as defined in *The Highway Traffic Act*,
  - (i) that has a gross vehicle weight of not more than 6,000 pounds,
  - (ii) that is manufactured after the commencement of the 1971 model year of the manufacturer, and
  - (iii) for which a motor vehicle permit is issued by the Ontario Department of Transport;
- (f) "light duty motor vehicle" means a passenger motor vehicle or a light commercial motor vehicle;
- (g) "model" in respect of a new light duty motor vehicle means a class of motor vehicle designed, constructed and assembled by the manufacturer thereof for a particular purpose and designated as a model by the manufacturer during a model year;
- (h) "model year" means the annual period of manufacturing of new light duty motor vehicles or new light duty motor vehicle engines, in the twelve-month period designated by the manufacturer, but, where the manufacturer does not so designate such motor vehicle and motor vehicle engines, the model year in respect of such motor vehicles and motor vehicle engines means the twelve-month period beginning on the 1st day of January of the year in which such manufacturing begins;
- (i) "motorcycle" means a self-propelled motor vehicle having a seat or saddle for the use of the driver and designed to travel on not more than three wheels in contact with the ground and includes a bicycle with a motor attached and a motor scooter, but does not include any motor vehicle that weighs at least 1,500 pounds;
- (j) "passenger motor vehicle" means a motor vehicle other than a motorcycle or a bus,
  - (i) that is designed to carry an operator and one or more passengers,
  - (ii) that is manufactured after the commencement of the 1971 model year of the manufacturer, and
  - (iii) for which a motor vehicle permit is issued by the Ontario Department of Transport;
- (k) "system or device" includes any modification of a motor vehicle having a motor vehicle engine, which modification prevents or lessens the emission of air contaminant or contaminants into the outdoor atmosphere;
- (l) "ultimate purchaser" means the person to whom a motor vehicle permit for the operation of a motor vehicle or motor vehicle engine is issued by the Ontario Department of Transport. O. Reg. 18/70, s. 1.

##### APPLICATION

2. This Regulation applies to new light duty motor vehicles manufactured after the commencement of the 1971 model year and sold, offered or exposed for sale to or used by the ultimate purchaser who is a resident of Ontario. O. Reg. 18/70, s. 2.

## EXEMPTIONS

3. The classes and types of new motor vehicles exempt from this Regulation are,

- (a) a motor vehicle having a motor vehicle engine that has an engine displacement of less than fifty cubic inches;
- (b) a motor vehicle that has a gross vehicle weight of more than 6,000 pounds;
- (c) a motorcycle;
- (d) a motor vehicle or motor vehicle engine not intended for use on a street or highway;
- (e) a motor vehicle that is operated by a person not a resident of Ontario who is in Ontario temporarily;
- (f) a new light duty motor vehicle that uses fuel other than gasoline or compressed or liquefied hydrocarbons for motive power;
- (g) new light duty motor vehicles having new light duty motor vehicle engines of a specified engine displacement of which not more than fifty such new light duty motor vehicles having new light duty motor vehicle engines are sold or delivered in Ontario in any model year; and
- (h) any new light duty motor vehicle, having a new light duty motor vehicle engine, forming part of a manufacturer's total annual sales volume in Ontario, where such total annual sales volume does not exceed 100 new light duty motor vehicle engines. O. Reg. 18/70, s. 3.

## EVAPORATIVE EMISSIONS

4.—(1) For the purposes of this section,

- (a) where the records of a manufacturer of his sales in Ontario of new light duty motor vehicles in any year are not available or are inadequate for the selection of new light duty motor vehicles and new light duty motor vehicle engines for a model year for testing under subsection 5, the manufacturer shall make selections of new light duty motor vehicles and new light duty motor vehicle engines on the basis of his total sales of new light duty motor vehicles and new light duty motor vehicle engines; or
- (b) where any motor vehicle manufacturer is subject to the terms and conditions of the Canada-U.S. Automotive Products Trade Agreement, he may, when selecting new light duty motor vehicles and new light duty motor vehicle engines for a model year for

testing under subsection 5, base his selection on the records of his sales for the area covered by the Agreement.

(2) Where a new light duty motor vehicle is tested prior to the application by a manufacturer for approval to sell new light duty motor vehicles in Ontario, the evaporative emissions from such motor vehicle shall not exceed 6 grams of hydrocarbons per test.

(3) The requirements of subsection 2 apply to a composite value calculated under subsection 7 from results obtained in tests of evaporative emissions from the operation of the new light duty motor vehicles in accordance with the test procedures set out in paragraphs 3, 4 and 5 of subsection 5.

(4) Where the composite value calculated under subsection 7 for a new light duty motor vehicle having a new light duty motor vehicle engine of a specified engine displacement does not exceed the amount of hydrocarbon evaporative emissions set out in subsection 2, every new light duty motor vehicle having a new light duty motor vehicle engine of that specified engine displacement shall be deemed to comply with the requirements of subsection 2.

(5) Procedures for selecting, testing and inspecting evaporative emission control systems or devices installed on or incorporated in new light duty motor vehicles to prevent or lessen the emission into the outdoor atmosphere of evaporative emissions from the operation of such new light duty motor vehicles, shall be as follows:

1. Where a manufacturer of new light duty motor vehicles and new light duty motor vehicle engines intends to sell, offer or expose for sale in any model year a new light duty motor vehicle having a new light duty motor vehicle engine, he shall select, from his manufacture of such light duty motor vehicles and light duty motor vehicle engines, for testing of evaporative emissions,
  - (a) at least two such new light duty motor vehicles having new light duty motor vehicle engines of the same engine displacement; and
  - (b) where the probable sales volume of new light duty motor vehicles having new light duty motor vehicle engines of a specified engine displacement will account for at least one-half of one per cent of the total number of new light duty motor vehicles sold in Ontario in the latest preceding model year of the manufacturer for which sales records in Ontario are available, at least four new light duty motor vehicles having new light duty



motor vehicle engines of the same engine displacement,

but in no case shall the total number of new light duty motor vehicles having new light duty motor vehicle engines be fewer than four.

2. The combinations of new light duty motor vehicles and new light duty motor vehicle engines selected under paragraph 1 and used for the testing of evaporative emissions shall be those combinations usually produced for sale by the manufacturer and shall be equipped as nearly as possible with transmission and carburetors in proportion to the number of comparable new light duty motor vehicles so equipped in the latest preceding model year of the manufacturer for which his sales records in Ontario are available.
3. Each new light duty motor vehicle having a new light duty motor vehicle engine selected for testing under paragraph 1 for amounts of evaporative emissions shall be driven a distance of at least 4,000 miles with all evaporative emission control systems or devices installed and operating and tests shall then be made for the amounts of evaporative emissions as described in paragraph 4.
4. Each test shall consist of three parts which shall be performed in sequence and without any interruption between each part, by,
  - (a) installing previously weighed hydrocarbon vapour collection devices on all fuel system external vents, then heating, by artificial means, the fuel in the tank of the new light duty motor vehicle to a temperature of between 82 and 86 degrees Fahrenheit over a period of not less than 50 minutes and not more than 70 minutes, after which time the new light duty motor vehicle shall be moved on to a dynamometer;
  - (b) running the new light duty motor vehicle on a dynamometer and the motor vehicle engine for each test being run from a cold start through nine identical testing cycles without stalling of the new light duty motor vehicle engine and with each cycle lasting 137 seconds and consisting of a series of periods of acceleration, deceleration, steady speeds and idling; and
  - (c) permitting the new light duty motor vehicle to stand for a period of one

hour at an ambient temperature between 76 and 86 degrees Fahrenheit, after which time the hydrocarbon vapour collection devices shall be removed from the vehicle and sealed.

5. The evaporative emissions referred to in paragraph 3 shall be obtained by reweighing the previously weighed hydrocarbon vapour collection devices and the increase of weight of such devices shall be recorded in respect of each new light duty motor vehicle so that a value, expressed as grams of hydrocarbons per test, is obtained for that vehicle and engine for the purposes of subsection 7.
6. In addition to the selection of new light duty motor vehicles having new light duty motor vehicle engines for testing of evaporative emissions under paragraphs 2 to 5, the manufacturer shall select not fewer than four and not more than twelve new light duty motor vehicles for tests of durability of the evaporative emission control systems or devices and in the selection he shall have regard to the combinations of engine displacements and transmissions, including automatic and manual transmission installations, so that his selections represent at least 70 per cent of the number of new light duty motor vehicles sold by the manufacturer in Ontario during his latest preceding model year for which his sales records in Ontario are available, but, where his records show that the total number of new light duty motor vehicles sold by him in Ontario is less than 10 per cent of the total sales in Ontario of all new light duty motor vehicles of all manufacturers, the combinations shall be so chosen that the number of new light duty motor vehicles tested for durability of the evaporative emission control systems or devices shall be not fewer than four and not more than eight and shall represent at least 50 per cent of the number of new light duty motor vehicles sold by the manufacturer during such model year.
7. Every new light duty motor vehicle having a new light duty motor vehicle engine selected under paragraph 6 shall be driven a distance of at least 50,000 miles and tested in the manner referred to in paragraph 4, the tests to be carried out on each new light duty motor vehicle at intervals of not more than 4,000 miles, and the results from such tests shall be recorded.
8. From the results recorded under paragraph 7, a value shall be calculated for the evaporative emissions during each test for



each 4,000 mile interval for each new light duty motor vehicle in the manner described in paragraph 5 and the representative values thus obtained shall be used in the calculation of the factor mentioned in subsection 7.

(6) Where recording is made in this section of results of tests for amounts of evaporative emissions in respect of any new light duty motor vehicle having a new light duty motor vehicle engine, a composite value shall be determined under subsection 7 for each engine displacement, which composite value takes into account factors of deterioration in efficiency of the evaporative emission control system or device installed thereon or incorporated therein, resulting from the use of that new light duty motor vehicle and new light duty motor vehicle engine, in accordance with the procedure under subsection 7.

(7) The procedure for the calculation of the composite value of the evaporative emissions of each new light duty motor vehicle tested shall be as follows:

1. For each combination of exhaust emission control system or device and evaporative emission control system or device, an evaporative emission deterioration factor shall be determined by using the results obtained from the relevant new light duty motor vehicles and new light duty motor vehicle engines tested under paragraphs 7 and 8 of subsection 5 by,

(a) plotting a graph for each combination of exhaust emission control system or device and evaporative emission control system or device of vehicle mileage against the evaporative emission values obtained in the tests under paragraphs 7 and 8 of subsection 5;

(b) drawing a straight line, by the method of least squares, as near as

possible to the points plotted on each graph; and

- (c) calculating the deterioration factor in respect of evaporative emissions for deterioration in efficiency for each combination of exhaust emission control system or device and evaporative emission control system or device in accordance with the following formula:

Factor =  $\frac{\text{evaporative emissions interpolated to 50,000 miles} - \text{evaporative emissions interpolated to 4,000 miles}}{\text{evaporative emissions interpolated to 50,000 miles} - \text{evaporative emissions interpolated to 4,000 miles}}$

2. The evaporative emission test results from each new light duty motor vehicle tested under paragraphs 3, 4 and 5 of subsection 5 shall be added to the appropriate factor determined in paragraph 1 of this subsection for the particular engine displacement of that new light duty motor vehicle.
3. For each engine displacement, the results obtained in paragraph 2 for each new light duty motor vehicle in that engine displacement class shall be weighted in proportion to the projected sales of the new light duty motor vehicles represented by each test vehicle.
4. For each engine displacement, the weighted results obtained in paragraph 3 shall be averaged.
5. For each engine displacement, the evaporative emissions to be compared with the standard, referred to in subsection 2, shall be the averaged value for evaporative emissions obtained under paragraph 4 of this subsection. O. Reg. 18/70, s. 4.

## REGULATION 15

### under The Air Pollution Control Act

#### GENERAL

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "air pollution episode" means an occasion when air contamination is at such a level and for such a period of time that the air contamination may become the cause of increased human sickness and mortality;
- (b) "air pollution index" means a series of numbers expressing the relative levels of air pollution and taking into consideration one or more air contaminants;
- (c) "dust separation equipment" includes any device that separates solid material from the gaseous medium in which it is carried;
- (d) "equipment" includes apparatus, device, mechanism or structure;
- (e) "fuel burning equipment" includes equipment designed to burn fuel but does not include an internal combustion engine;
- (f) "incinerator" includes equipment used for the burning of waste;
- (g) "odour" includes the smell of ammonia, hydrogen sulphide, skatol, sulphur dioxide or other smell that causes discomfort to persons;
- (h) "smoke density" means the shade or opacity of smoke at or near the point of emission to the atmosphere;
- (i) "smoke density chart" means the chart described in section 7 for the purpose of determining smoke density under this Regulation. O. Reg. 133/70, s. 1.

##### APPLICATION

2. The Act and this Regulation apply to all areas within Ontario. O. Reg. 133/70, s. 2.

##### EXEMPTIONS

3. The following sources of air pollution are classified and are exempt from the provisions of section 7 of the Act requiring the obtaining of a certificate of approval from the Minister:

- 1. Fuel burning equipment used solely for the purpose of comfort heating in,
  - (i) dwellings used for the housing of not more than three families, or
  - (ii) commercial establishments having less than 35,000 cubic feet of space.
- 2. Construction equipment for construction and maintenance of public roads while the equipment is on the road.
- 3. Equipment for the preparation of food for on-site human consumption.
- 4. A bakery supplying not more than one retail outlet.
- 5. A dry cleaning establishment serving not more than one retail outlet.
- 6. Equipment for seeding, harvesting, fertilizing or for pest or weed control on agricultural lands. O. Reg. 133/70, s. 3.

##### AIR POLLUTION INDEX

4.—(1) The Department may prepare an index to be known as the "Air Pollution Index" for any area in Ontario, from time to time.

(2) Where the air pollution index for an area indicates increasing air pollution that may lead to an air pollution episode, the Minister, in consultation with the Minister of Health, may order curtailment of the operation of sources of air pollution in the manner described in subsections 3 and 4.

(3) Where the air pollution index reaches the number 32, designated as Air Advisory Level, and meteorological forecasts indicate a six hour prolongation of atmospheric conditions conducive to sustained or increased air pollution levels, the Minister may require owners or operators of sources of air pollution to make preparation for the curtailment of such operations as are specified by the Minister.

(4) Where the air pollution index reaches the number 50, designated as First Air Pollution Alert, and meteorological forecasts indicate a six hour prolongation of atmospheric conditions conducive to sustained or increased air pollution levels, the Minister may require owners or operators of sources of air pollution to curtail such operations as are specified by the Minister. O. Reg. 133/70, s. 4.



## CONTROL OF AIR CONTAMINANTS

5.—(1) The standards for concentrations of air contaminants from stationary sources of air pollution at a point of impingement are prescribed in Schedule 1.

(2) For the air contaminant mentioned in column 1, the amount thereof in the atmosphere at the point of impingement measured or calculated in accordance with column 2 shall not be greater than the amount shown in column 3 for the period of time shown in column 4 of Schedule 1.

(3) No person shall operate or cause to be operated any stationary source of air pollution in a manner that does not comply with the standards prescribed in Schedule 1. O. Reg. 133/70, s. 5.

6. No person shall cause or permit to be caused the emission of any air contaminant to such extent or degree as may,

- (a) cause discomfort to persons;
- (b) cause loss of enjoyment of normal use of property;
- (c) interfere with normal conduct of business; or,
- (d) cause damage to property. O. Reg. 133/70, s. 6.

7.—(1) The Department shall prepare a chart to be known as the "Smoke Density Chart of the Province of Ontario".

(2) The smoke density chart shall be prepared by the recording, in five consecutive areas on the chart, of fine black dots or lines evenly spaced on a white background in such manner that,

- (a) approximately 20 per cent of the space in the first area is black, such area to be designated density No. 1;
- (b) approximately 40 per cent of the space in the second area is black, such area to be designated density No. 2;
- (c) approximately 60 per cent of the space in the third area is black, such area to be designated density No. 3;
- (d) approximately 80 per cent of the space in the fourth area is black, such area to be designated density No. 4; and
- (e) approximately 100 per cent of the space in the fifth area is black, such area to be designated density No. 5.

(3) For the purpose of enforcing the Act and this Regulation, no person other than a provincial officer

shall determine smoke density by a smoke density chart.

(4) Where the density or opacity of smoke is determined, the smoke is deemed to be of the density on the smoke density chart that it most closely resembles and to have the density number designated on the chart for such density. O. Reg. 133/70, s. 7.

8.—(1) Subject to subsections 2 and 3, no person shall cause or permit to be caused the emission of smoke having a density or opacity greater than density No. 1.

(2) For a period of not more than four minutes in the aggregate in each half hour period, smoke may have a density or opacity not exceeding density No. 2.

(3) Where a new fire is started in any fuel burning equipment, the smoke may have a density or opacity not exceeding density No. 3 for a period or periods of not more than three minutes in the aggregate in each quarter hour period. O. Reg. 133/70, s. 8.

9. Where at any stationary source of air pollution a failure to operate in the normal manner or a change in operating conditions occurs, or a shut-down of the source or part thereof is made for some purpose, resulting in the emission of air contaminants that may result in quantities or concentrations in excess of those allowed in sections 5, 6 and 8,

- (a) the owner or operator of the source of air pollution shall,
  - (i) immediately notify a provincial officer and furnish him with particulars of such failure, change or shut-down, and
  - (ii) furnish the provincial officer with the particulars in writing, as soon as is practicable, of such failure, change or shut-down; and
- (b) the provincial officer, where he considers it advisable, may authorize, in writing, the continuance of such operation for such period of time as he considers reasonable in the circumstances and may impose upon the owner or operator such terms and conditions for such continued operation as he considers necessary in the circumstances. O. Reg. 133/70, s. 9, *amended*.

10.—(1) No person shall burn or permit to be burned in any fuel burning equipment or incinerator any fuel or waste except the fuel or waste for the burning of which the equipment or incinerator was designed.

(2) No person shall burn or permit to be burned in any fuel burning equipment or incinerator any fuel or waste at a greater rate than that rate for which the



equipment or incinerator was designed. O. Reg. 133/70, s. 10.

**11.—(1)** Subject to subsection 2, no person shall burn or permit to be burned any material in an open fire that may contribute to air pollution except with the permission and under the direction of a provincial officer.

(2) A person may burn or permit to be burned material in an open fire where the fire is for recreational purposes, provided that the fire does not contribute to air pollution. O. Reg. 133/70, s. 11.

**12.** No person shall store, handle or transport any solid, liquid or gaseous material or substance in such manner that an air contaminant is released to the atmosphere. O. Reg. 133/70, s. 12.

**13.** Except with the permission and direction of a provincial officer, no person shall operate or cause to be operated an incinerator other than a municipally

operated incinerator at any time other than between the hours of 7 a.m. and 5 p.m. during any day. O. Reg. 133/70, s. 13.

**14.** The Minister may require the installation of such devices or methods as are necessary to record the periods of operation of process, combustion or control equipment, which records shall be available to a provincial officer. O. Reg. 133/70, s. 14.

**15.** No person shall operate fuel burning equipment designed for the burning of solid fuel in suspension unless dust separating equipment is installed and operating in conjunction with the fuel burning equipment. O. Reg. 133/70, s. 15.

#### AIR QUALITY

**16.** For the purpose of attaining a high quality environment, the Minister shall use the values prescribed in Schedule 2 for controlling ambient air quality. O. Reg. 133/70, s. 16.

### Schedule 1

#### STANDARDS FOR EMITTED CONTAMINANTS

Item	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
	Name of Contaminant	Units of Concentration	Amount of Concentration at point of impingement	Period of Time
1	Ammonia	parts of ammonia per one million parts of air by volume	5.0 average	30 minutes
2	Beryllium	micrograms of beryllium per cubic metre of air	0.01 average	30 minutes
3	Bromine	parts of bromine per one million parts of air by volume	0.01 average	30 minutes
4	Cadmium Oxide	micrograms of cadmium oxide per cubic metre of air	10 average	30 minutes
5	Carbon Bisulphide	parts of carbon bisulphide per one million parts of air by volume	0.15 average	30 minutes
6	Carbon Monoxide	parts of carbon monoxide per one million parts of air by volume	5.0 average	30 minutes

Item	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
	Name of Contaminant	Units of Concentration	Amount of Concentration at point of impingement	Period of Time
7	Chlorine	parts of chlorine per one million parts of air by volume	0.1 average	30 minutes
8	Dustfall	tons of dustfall per square mile	15 total	30 days
9	Fluorides	parts of fluorides per one billion parts of air by volume	5.0 average	30 minutes
10	Hydrogen Chloride	parts of hydrogen chloride per one million parts of air by volume	0.04 average	30 minutes
11	Hydrogen Cyanide	parts of hydrogen cyanide per one million parts of air by volume	1.0 average	30 minutes
12	Hydrogen Sulphide	parts of hydrogen sulphide per one million parts of air by volume	0.03 average	30 minutes
13	Iron	micrograms of iron per cubic metre of air	10 average	30 minutes
14	Lead	micrograms of lead per cubic metre of air	20 average	30 minutes
15	Lime	micrograms of lime per cubic metre of air	20 average	30 minutes
16	Nitric Acid	micrograms of nitric acid per cubic metre of air	65 average	30 minutes
17	Nitrogen Oxides	parts of nitrogen oxides per one million parts of air by volume	0.25 average	30 minutes
18	Silver	micrograms of silver per cubic metre of air	1 average	30 minutes
19	Sulphur Dioxide	parts of sulphur dioxide per one million parts of air by volume	0.3 average	30 minutes
20	Suspended particulate matter	micrograms of suspended particulate matter per cubic metre of air	100 average	30 minutes

## Schedule 2

## CRITERIA FOR DESIRABLE AMBIENT AIR QUALITY

Item	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
	Name of Contaminant	Units of Concentration	Amount of Concentration in Ambient Air or Forage	Period of Time
1	Beryllium	micrograms of beryllium per cubic metre of air	0.01 average	24 hours
2	Carbon Monoxide	parts of carbon monoxide per one million parts of air by volume	40 average 15 average 8 average	1 hour 8 hours 24 hours
3	Dustfall	tons of dustfall per square mile	20 total 13 monthly average	30 days 1 year
4	Fluorides	parts of fluorides per one billion parts of air by volume	1.0 average 0.5 average	24 hours 30 days
5	Fluorides in forage for consumption by live stock	parts of fluorides per one million parts forage (dry weight)	35 total	individual sample
6	Fluoridation	micrograms of fluorides per 100 square centimetres	40 total	30 days
7	Hydrogen Sulphide	parts of hydrogen sulphide per one million parts of air by volume	0.02 average	1 hour
8	Lead	micrograms of lead per cubic metre of air	15 average 10 average	24 hours 30 days
9	Lime	micrograms of lime per cubic metre of air	10 average	24 hours
10	Oxidants	parts of oxidants per one million parts of air by volume	0.10 average 0.03 average	1 hour 24 hours
11	Oxides of Nitrogen	parts of oxides of nitrogen per one million parts of air by volume	0.20 average 0.10 average	1 hour 24 hours
12	Soiling	coefficient of haze per 1000 feet of air	1.0 average 0.45 average	24 hours 1 year
13	Sulphation	milligrams of sulphur trioxide per 100 square centimetres	0.4 average per day	30 days



Item	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
	Name of Contaminant	Units of Concentration	Amount of Concentration in Ambient Air or Forage	Period of Time
14	Sulphur Dioxide	parts of sulphur dioxide per one million parts of air by volume	0.25 average 0.10 average 0.02 average	1 hour 24 hours 1 year
15	Suspended particulate matter	micrograms of suspended particulate matter per cubic metre of air	90 average 60 geometric mean	24 hours 1 year

O. Reg. 133/70, Sched. 2.

## REGULATION 16

### under The Air Pollution Control Act

#### GRANTS

1.—(1) In this section, “approved project” means a project that has for its purpose research and the training of persons in the field of air pollution, and that has been approved by the Minister.

(2) For the purpose of subclause i of clause f of section 2 of the Act, the amount of the grant for an approved project payable to a university and to other organizations shall be equal to the expenses incurred by the university or other organization for salaries, equipment, travel and other necessary expenses incurred in carrying out an approved project.

(3) An applicant for a grant shall furnish such information as the Minister may require. O. Reg. 85/69, s. 1.

2.—(1) In this section, “expenses incurred” means expenses incurred by a municipality in the administration and enforcement of air pollution control by-laws.

(2) For the purpose of subclause ii of clause f of section 2 of the Act, the amount of the grant payable to a municipality shall be,

- (a) in the case of the cities of Guelph, Hamilton, Oshawa and Windsor, 75 per cent of the expenses incurred;
- (b) in the case of the City of Brantford and the towns of Brampton, Burlington and Oakville, 50 per cent of the expenses incurred; and
- (c) in the case of the City of London, 25 per cent of the expenses incurred. O. Reg. 85/69, s. 2.

## REGULATION 17

### under The Air Pollution Control Act

#### SULPHUR CONTENT OF FUELS

##### INTERPRETATION

**1. In this Regulation,**

- (a) "fuel" includes any fuel used for heating, generating steam or electricity, or for industrial processes;
- (b) "sulphur content" means the amount of sulphur in the fuel as determined by standard methods of sampling and testing and in the case of coal shall be determined as organic sulphur. O. Reg. 374/70, s. 1.

##### APPLICATION

**2. This Regulation applies to The Municipality of Metropolitan Toronto. O. Reg. 374/70, s. 2.**

**3. Subject to section 4, no person shall use for fuel, or sell or offer for sale, any fuel referred to in column 1 of the Schedule if the sulphur content of the fuel is greater than the maximum sulphur content set opposite thereto,**

- (a) in column 2 of the Schedule, from and including the 1st day of January in the year 1971 to and including the 31st day of December in the year 1971;
- (b) in column 3 of the Schedule, from and including the 1st day of January in the year 1972 to and including the 31st day of December in the year 1972; and

- (c) in column 4 of the Schedule, from and including the 1st day of January in the year 1973 to and including the 31st day of December, in the year 1973. O. Reg. 374/70, s. 3.

**4. A fuel having a higher sulphur content than the maximum sulphur content prescribed for that fuel in the Schedule may be used for fuel, or sold or offered for sale to a purchaser if the user or purchaser has applied for and obtained a certificate of approval, under section 7 of the Act, for methods or devices that will result in emissions of sulphur dioxide no greater than if the fuel contained the sulphur content prescribed in the Schedule. O. Reg. 374/70, s. 4.**

**5. Every supplier of fuel,**

- (a) shall report to the Air Management Branch of the Department the sulphur content of the fuels supplied by him; and
- (b) shall specify to the Air Management Branch of the Department the source or sources of supply of the fuels supplied by him.

at such times and in such manner as the Air Management Branch of the Department specifies. O. Reg. 374/70, s. 6.

**6. Every supplier of fuel shall, upon the request of a provincial officer, provide duplicate samples of any fuel supplied by him. O. Reg. 374/70, s. 7.**



Schedule

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Fuel	Grade or type of Fuel	Maximum Sulphur Content	Maximum Sulphur Content	Maximum Sulphur Content
Oil	1	0.5%	0.5%	0.5%
	2	0.5%	0.5%	0.5%
	4	1.5%	1.5%	1.5%
	5	1.9%	1.75%	1.5%
	6B	2.0%	1.75%	1.5%
	6C	2.0%	1.75%	1.5%
Coal	Bituminous	2.0%	1.75%	1.5%

O. Reg. 374/70, Sched.



## REGULATION 18

### under The Anatomy Act

#### GENERAL

1. The following are designated as schools for the purposes of the Act:

1. Queen's University—Faculty of Medicine
2. University of Ottawa—Faculty of Medicine
3. University of Toronto—Faculty of Medicine
4. University of Western Ontario—Faculty of Medicine
5. Canadian Memorial Chiropractic College
6. University of Guelph—Department of Anatomy (Section of Human Anatomy)
7. McMaster University—Faculty of Medicine  
O. Reg. 310/68, s. 1.

2. In accordance with section 8 of the Act, each school shall keep the following records:

1. Every certificate for anatomical dissection of an unclaimed body, in Form 2, received by the school.
2. Every certificate for anatomical dissection of a donated body, in Form 3, received by the school.
3. A copy of every receipt for a body, in Form 4, completed by the school.
4. Every notice of disposal of a body, in Form 7, completed by the school.
5. Every identification tag, in Form 8, attached to a body received by the school.
6. Every request to bequeath a body, in Form 11, received by the school.
7. The burial permit required in connection with the disposal of a body under *The Vital Statistics Act*.
8. An antero posterior photograph and a lateral photograph of the face of each unclaimed body received by the school.
9. A complete set of finger-prints of each unclaimed body received by the school.  
O. Reg. 310/68, s. 2.

3. Every local inspector shall ensure that a donated body information report, in Form 1, is completed and kept on file in his office. O. Reg. 310/68, s. 3.

4. Where a local inspector has caused an unclaimed body under his control to be delivered to a school, he shall complete and forward to the school a certificate for anatomical dissection of an unclaimed body, in Form 2. O. Reg. 310/68, s. 4.

5. Where a local inspector has been notified, under subsection 2 of section 5 of the Act, of a body received for the purposes of anatomical dissection, the local inspector shall, when he has obtained the particulars he requires, complete and forward to the school a certificate for anatomical dissection of a donated body, in Form 3. O. Reg. 310/68, s. 5.

6. Every local inspector shall require the professor of anatomy, or his agent, of a school to which an unclaimed or donated body has been delivered, to complete in duplicate a receipt for a body, in Form 4, and return a copy of the receipt to the local inspector. O. Reg. 310/68, s. 6.

7. Every local inspector or coroner, as the case may be, shall ensure that there is completed and filed in his office a report of an unclaimed body, in Form 5, in respect of every unclaimed body under the control of the local inspector or coroner, as the case may be. O. Reg. 310/68, s. 7.

8. Every local inspector or coroner, as the case may be, shall complete and forward to the clerk of the municipal corporation a report and warrant to dispose of an unclaimed body, in Form 6, in respect of every unclaimed body to be disposed of at the expense of the municipal corporation under section 11 of the Act. O. Reg. 310/68, s. 8.

9. The professor of anatomy, or his agent, of a school shall complete and forward to the general inspector a notice of disposal of a body, in Form 7, in respect of every body to be disposed of by the school. O. Reg. 310/68, s. 9.

10. Every local inspector shall ensure that there is attached to the neck and to a toe of each donated and of each unclaimed body an identification tag, in Form 8, before the body is delivered to a school. O. Reg. 310/68, s. 10.

11. Every local inspector or coroner, as the case may be, shall complete and forward to the general inspector a report of delivery or disposal of a body, in Form 9,





12. Information regarding deceased obtained from.....  
(name in full)  
.....  
(address)

Dated at....., this.....day of....., 19...  
  
.....  
(Local Inspector of Anatomy, or his agent)  
  
at.....  
(address)

O. Reg. 310/68, Form 1.

Form 2

*The Anatomy Act*

CERTIFICATE FOR ANATOMICAL DISSECTION OF AN UNCLAIMED BODY

To the School of Anatomy at.....

This is to certify that I have received all the necessary details and information pertaining to the  
unclaimed body of.....  
(surname) (given names)

Sex of deceased.....

Age of deceased.....

Birthplace of deceased.....

Last place of residence of deceased.....  
(street or rural route)

.....  
(city, town or village) (county, etc., or territorial division)

And this is your authority to proceed with the dissection of the body in accordance with *The Anatomy Act*,  
if the body is not reclaimed before the expiration of the fourteen-day period required by subsection 1 of section  
5 of *The Anatomy Act*.

Dated at....., this.....day of....., 19...  
  
.....  
(Local Inspector of Anatomy, or his agent)  
  
at.....  
(address)

O. Reg. 310/68, Form 2.

Form 3

*The Anatomy Act*

CERTIFICATE FOR ANATOMICAL DISSECTION OF A DONATED BODY

To the School of Anatomy at.....

This is to certify that I have received all the necessary details and information pertaining to the  
donated body of.....  
(surname) (given names)

Sex of deceased.....

Age of deceased.....

Birthplace of deceased.....

Last place of residence of deceased.....  
(street or rural route)

(Local Inspector of Anatomy, or his agent)

at .....  
(address)

O. Reg. 310/68, Form 3.

## Form 4

## The Anatomy Act

## RECEIPT FOR A BODY

To the Local Inspector of Anatomy at.....  
(address in full)

On the.....day of....., 19..., I received the unclaimed body of .....

(surname)

(given names)

or

the donated body of ..... (surname) ..... (given names)

Sex of deceased.....

Age of deceased.....

Birthplace of deceased.....

Last place of residence of deceased.....  
(street or rural route)

for use in the School of Anatomy at.....  
from.....  
(surname) (given names)



Local Inspector of Anatomy.

Dated at....., this.....day of....., 19...

.....  
(Professor of Anatomy, or his agent)

.....  
(name of School of Anatomy)

O. Reg. 310/68, Form 4.

NOTE: A copy of this Receipt is to be returned to the Local Inspector of Anatomy.

### Form 5

#### *The Anatomy Act*

#### REPORT OF UNCLAIMED BODY

1. Name of deceased.....  
(surname) (given names)
2. Last place of residence of deceased.....  
(street or rural route)  
.....  
(city, town or village) (county, etc., or territorial division)
3. Death reported by.....  
(surname) (given names) (address in full)
4. Age of deceased.....
5. Sex of deceased.....
6. Body is located at.....  
(address of public or private morgue)
7. Date deceased was admitted to hospital.....  
(day) (month) (year)
8. Date of death.....  
(day) (month) (year)
9. Place of death.....  
(hospital, home for aged, etc.)
10. Cause of death.....
11. Death reported to a coroner: yes ☐ no ☐
12. Autopsy: yes ☐ no ☐
13. Name of coroner.....  
(surname) (given names) (address in full)
14. Death certificate signed by.....  
(name and address in full)  
.....



3. Age of deceased.....

4. Sex of deceased.....

5. Body of deceased is located at.....  
(hospital, public or private morgue, etc.)

6. Death reported by.....  
(surname) (given names)  
.....  
(street or rural route) (city, town or village, etc.)

7. Date of death.....  
(day) (month) (year)

8. Place of death.....  
(hospital, home for aged, etc.)

9. Autopsy:      yes ☐      no ☐

10. Cause of death.....

11. Remarks regarding body.....

Under the authority granted to me by section 11 of *The Anatomy Act*, I hereby direct you to dispose of this body at the expense of the Municipal Corporation of.....

Dated at....., this....day of....., 19...

.....  
(Local Inspector of Anatomy, or his agent,  
or Coroner)  
at.....  
(address)

O. Reg. 310/68, Form 6.

**Form 7**

*The Anatomy Act*

**NOTICE OF DISPOSAL OF A BODY**

To the General Inspector of Anatomy:

This is to inform you that the body of.....  
(surname) (given names)

Sex of deceased.....

Age of deceased.....

Birthplace of deceased.....

Last place of residence of deceased.....  
(street or rural route)  
.....  
(city, town or village) (county, etc., or territorial division)





Last known address of deceased.....  
(street or rural route)

.....  
(city, town or village)

.....  
(county, etc., or territorial division)

until such time as other arrangements are made for disposal of the body.

Dated at ....., this ..... day of ....., 19...

.....  
(Local Inspector of Anatomy, or his agent,  
or Coroner)

O. Reg. 310/68, Form 10.

### Form 11

#### *The Anatomy Act*

#### REQUEST TO BEQUEATH A BODY

To the School of Anatomy at.....

\*1. I hereby wish to bequeath my body to the School of Anatomy at.....

or to any other School of Anatomy for purposes of medical education and research.

Dated at ....., this ..... day of ....., 19...

.....  
(signature of person wishing to  
bequeath body)

.....  
(witness)

\*\*2. I, being the next-of-kin or executor of the deceased, wish to comply with the request indicated above.

I do ☐ do not ☐ wish a private burial ☐ cremation ☐ at the expense of the estate of the  
deceased.

Dated at ....., this ..... day of ....., 19...

.....  
(witness)

.....  
(signature of next-of-kin or executor)

.....  
(address)

.....  
(telephone number)

\*This Form should be completed by you when your decision is made. At the time of death it should be  
forwarded to the School of Anatomy at.....by your executor or next-of-kin.

\*\*This part of Form should be completed by the deceased's next-of-kin or executor at the time of death.

O. Reg. 310/68, Form 11.



## REGULATION 19

### under The Apprenticeship and Tradesmen's Qualification Act

#### ALIGNMENT AND BRAKES MECHANIC

##### 1. In this Regulation,

- (a) "alignment and brakes mechanic" means a person engaged in the repair and maintenance of motor vehicles who,
  - (i) tests for and corrects faulty alignment of wheels, axles, frames and steering mechanisms including wheel balancing, and
  - (ii) adjusts, disassembles, repairs and reassembles foundation brake systems, and controls and components pertaining to them;
- (b) "certified trade" means the trade of alignment and brakes mechanic;
- (c) "motor vehicle" means a vehicle propelled by an internal combustion engine, or operated or controlled from a vehicle propelled by an internal combustion engine, that is registered for use on a highway under *The Highway Traffic Act* and is used primarily for the transport of persons, equipment or goods, but does not include a vehicle,
  - (i) operated only on rails,
  - (ii) used for transportation solely within an employer's actual place of business, or
  - (iii) used for farming operations but not used for carrying a load. O. Reg. 100/69, s. 1.

2. The trade of alignment and brakes mechanic is designated as a certified trade for the purposes of the Act. O. Reg. 100/69, s. 2.

3. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) in practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 100/69, s. 3.

4.—(1) Subject to subsections 2 and 3, an apprentice shall complete three periods of training and instruction of 1800 hours per period.

(2) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete three periods of training and instruction of 1600 hours per period.

(3) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma majoring in auto mechanics or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete three periods of training and instruction of 1200 hours per period. O. Reg. 100/69, s. 4.

##### 5. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 2 of section 10 of the Act. O. Reg. 100/69, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 70 per cent during the second period of training and instruction; and
- (c) 90 per cent during the third period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade, or where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. O. Reg. 100/69, s. 6.

7. The subjects of examination for an apprentice are the subjects set out in Parts 1 and 2 of the Schedule. O. Reg. 100/69, s. 7.

## Schedule

## ALIGNMENT AND BRAKES MECHANIC

## PART 1

## In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics	Arithmetic	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes.
		Geometry	Lines, planes and angles.
2	Science	Physics Mechanics	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.
4	Drafting	Basic Drafting and Interpretation	Preparation of elementary working drawings and dimensioned sketches of automotive components. Interpretation of exploded drawings, electrical and hydraulic circuits and schematics used in manufacturers' manuals.
5	General Shop Practice	Safety	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling of gasoline, oils and cleaning solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.
		Hand Tools	Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files, drifts, scrapers, snips, clamps, drill bits, reamers, vises, taps and dies. Stud extractors. Hones.
		Power Tools	Use and care of portable air and electric drills, impact tools, grinders and disc sanders.
		Benchwork	Cutting with hacksaw, filing, scraping, drilling, use of drill press. Use of bench grinder; Grinding of drill bits, chisels, etc. Fitting bushings, honing, cutting and flaring tubing. Soldering, gasket making. Oxy-acetylene and arc welding and cutting. Brazing techniques. Care and maintenance of welding equipment.
		Measuring Instruments	Use of rules, straight edges and squares. Feeler gauges, calipers, verniers, micrometers, telescopic gauges, dial indicators, trammel and frame gauges.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Fastening Devices	Types of bolts, nuts, studs, screws and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures. Tightening torques. Cutting internal and external threads. Removing broken studs. "Heli-Coil" inserts. Types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants, sealers and locking compounds.
		General Shop Equipment	Capacities and correct usage of floor cranes, hoists, jacks, stands, hydraulic presses, pullers. Operation and maintenance of degreasing and steamcleaning equipment. Operation and maintenance of air compressors. Capacities and use of tow trucks and related vehicle recovery equipment.
6	Suspension Systems	Front End Geometry	Purpose and definition of caster, camber, toe-in, toe-out, ball joint or kingpin inclination, and turning angles.
		Front Suspension (Solid Axle)	Purpose and application of solid axles. Elliot and Reverse Elliot. Servicing and straightening procedures.
		Leaf Springs	Characteristics of leaf springs, mountings and related parts—single leaf, multi-leaf, and helper springs. Inspection for wear, damage and distortion. Removing, overhauling and reinstalling axles, springs and related parts. Lubrication.
		Front and Rear Independent Suspension	Characteristics of front and rear independent suspensions—coil and leaf spring, torsion bar and air-hydraulic. Inspecting suspension components. Effects of wear and misalignment. Checking suspension mountings. Trimming dimensions. Shock absorbers, stabilizers and radius rods. Overhaul of suspensions and related parts. Removing compressed springs. Replacing bushings. Maintaining preloading. Removing and reinstalling torsion bars. Torquing suspension components. Lubrication. Sealed systems.
		Front and Rear Suspension Systems (Commercial Vehicles)	Purpose and characteristics of commercial vehicle suspensions: leaf springs, coil springs, torsion bars, rubber and air cushion types. Purpose of hangers and suspension control rods. Overhauling of suspensions and related components. Realignment. Lubrication. Effects of heat on suspension components.
		Wheels and Rims	Characteristics of wheels and rims. Drop centre, removable flange and removable rim type wheels. Single and dual wheels. Removing and reinstalling wheels and rims. Handling equipment. Wheel to hub fastening and locating devices. Inspecting, repairing and servicing wheels and rims. Run-out.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Tires and Tubes	Types, sizes, characteristics and application of tires and tubes. Demounting and mounting. Equipment and lubricants. Repair of tires, tubes and valves. Tire gauges and pressures. Safety precautions—tire inflation. Tire wear and irregularities. Use of tread depth gauge. Effects of misalignment. Inspection of tires and tubes for damage, and faults. Tire rotation. Retreads.
		Wheel and Tire Balancing	Effects of imbalance. Static and dynamic. Balancing equipment. Balancing wheels and related parts. Wheel weights. Installation.
7	Brake Systems	Service Brakes	Brake actuating devices. Manual and power assisted. Brake operating systems. Hydraulic, vacuum-hydraulic, air-hydraulic, air, etc. Operation of system components. Inspection procedures. Disassembling and assembling of system components. Cleaning procedures. Relining brake shoes. Reconditioning brake drums and brake discs. Reconditioning wheel cylinders and master cylinders. Lubricating and adjusting wheel bearings. Replacing oil seals. Flushing or bleeding system. Flushing agents. Approved fluids. Servicing and adjustment of brakes. Clearances. Control valve adjustments and settings. Servicing tools and equipment. Road testing.
		Parking Brakes	Brake actuating systems and components. Disassembly, inspection, overhaul and reinstallation. Adjusting and testing.
8	Frames	Standard Type Frames	Construction, materials and characteristics of frames; X-frame, ladder type, perimeter type. Effects of frame damage; diamond, sag, twist, sway and kick-up. Inspection methods. Measuring tools and equipment. Frame straightening and alignment equipment. Frame realignment methods and hook-ups. Crossmember replacement. Rivetting, welding and bolting frame members. Heat straightening. Preventing damage to components.
		Unitized Construction	Types and characteristics of unitized frames and suspension mountings. Unitized frame damage. Inspection methods. Measuring tools and equipment. Straightening and alignment equipment. Replacement and realignment of underbody sections. Heat straightening. Preventing damage to components. Sealing, painting and insulating. Simultaneous front end alignment check, for proofing.
9	Steering Systems	Manual Types	Characteristics of cam and lever, worm and roller, worm and sector, rack and pinion and recirculating ball steering gears. Gear shift controls and attached

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Power Types	mechanisms. Lubricants. Oil sealing. Removal, overhaul and reinstallation of steering columns and box assemblies. Adjusting steering gear boxes, gear shift controls and attached mechanisms.  Characteristics of integral and linkage types of power steering systems. Special tools, gauges and equipment. Oil seals and vents. Filling and bleeding systems. Fluids. Adjusting pump drives and belts. Testing pressures and valve operation. Adjustment and centering of control valves. Centering steering on high point. Overhauling power steering systems. Cleaning methods. Removing, overhaul and reinstallation of steering assembly. Alignment and adjustment of steering gear boxes, columns and attached mechanisms.
		Steering Linkage and Alignment	Characteristics of steering linkages, bushings and joints. Wheel alignment; types and use of tools, gauges and equipment to measure caster, camber, balljoint or kingpin inclination, turning angles and toe-in. Correcting alignment angles. Adjustment, shimming or bending. Angle correction sequence. Inspecting and overhauling steering linkage and joints. Securing and locking steering components. Lubrication. Sealed systems. Road testing.

## PART 2

## Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instruments, fastening devices and general shop equipment. (As detailed in Part 1.)
2	Suspension Systems	Front Suspension (Solid Axle)  Leaf Springs	Axle removal, overhaul and reinstallation. Straightening operations; Correction of caster, camber and king-pin inclination. Lubrication.  Single leaf, multi-leaf and helper springs; mountings and related components. Inspecting, removing, overhauling and reinstalling. Lubrication.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Front and Rear Independent Suspensions	Coil and leaf spring, torsion bar and air-hydraulic systems. Suspension mountings. Trimming dimensions. Overhaul of suspensions and related components; shock absorbers, stabilizers and radius rods. Removing compressed springs and related parts. <b>Replacing bushings; maintaining preloading.</b> Torsion bar replacement. Torquing suspension components. Assembly realignment. Lubrication; sealed systems.
		Front and Rear Suspension Systems (Commercial Vehicles)	Leaf and coil spring, torsion bar, rubber and air cushion types. Overhaul of suspensions and related components; hangers and suspension control rods. Assembly realignment. Lubrication.
		Wheels and Rims	<b>Removal, repair, servicing and reinstallation.</b> Handling equipment. Checking run-out.
		Tires, Tubes and Valves	Demounting, inspection, repair and mounting. Equipment and lubricants. Tire inflation precautions. <b>Recognition of tire wear, faults and misalignment.</b> Tire rotation.
		Wheel and Tire Balancing	Use of on and off-vehicle balancing equipment. Installation of weights.
3	Brake Systems	Service Brakes	Manual and power assisted; hydraulic, vacuum-hydraulic, air-hydraulic, air operated. Disassembly, inspection, overhaul or reconditioning and reinstallation. Cleaning operations. Relining brake shoes. Reconditioning brake drums and discs, wheel cylinders and master cylinders. Lubricating and adjusting wheel bearings. <b>Replacing oil seals. Flushing and bleeding systems.</b> Flushing agents. Approved fluids. Servicing and adjustment. Control valve adjustments and settings. <b>Road testing.</b>
		Parking Brakes	Brake actuating systems and components. Inspection, overhaul or reconditioning. Adjusting and testing.
4	Frames	Standard Type	Determination of frame damage. Inspection. Frame straightening and alignment. Rivetting, welding and bolting frame members. Crossmember replacement. Heat straightening.
		Unitized Construction	<b>Damage inspection. Straightening and alignment.</b> Replacement and realignment of underbody sections and suspension mountings. Front end alignment proofing check. Heat straightening. Sealing, painting and insulating.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
5	Steering Systems	Manual Types	Cam and lever, worm and roller, worm and sector, rack and pinion recirculating ball types. Gear shift controls and attached mechanisms. Removal, overhaul and reinstallation of steering box and column assemblies. Lubrication. Alignment and adjustment. Road testing.
		Power Types	Integral and linkage types. Filling and bleeding systems. <b>Approved fluids. Adjusting pump drives</b> and belts. Special tools, gauges and equipment. Testing pressures and valve operation. Adjustment and centering of control valves. Centering steering on high point. Removal, overhaul and reinstallation of power steering systems. Alignment and adjustment. Road testing.
		Steering Linkage and Alignment	Use of tools, gauges and equipment to measure caster, camber, ball joint or king-pin inclination, turning angles and toe-in. Correction of alignment angles by adjustment, shimming or bending. Correction sequence. Inspection and overhaul of steering linkage and joints. <b>Securing and locking steering components.</b> Sealing and lubrication; sealed systems. Road testing.

O. Reg. 100/69, Sched.

## REGULATION 20

### under The Apprenticeship and Tradesmen's Qualification Act

#### AUTO BODY REPAIRER

##### 1. In this Regulation,

(a) "auto body repairer" means a person engaged in the repair of motor vehicles who,

- (i) hammers out dents in body panels, fenders and skirting,
- (ii) files, grinds, sands, fills and finishes ready for priming, any dented, welded or pieced area,
- (iii) by heat treatment, shrinks or stretches metal panels,
- (iv) welds breaks in body areas,
- (v) tests for and corrects faulty alignment of frames,
- (vi) paints and glazes, and
- (vii) removes and installs body parts;

(b) "certified trade" means the trade of auto body repairer;

(c) "motor vehicle" means a vehicle propelled by an internal combustion engine, or a vehicle operated or controlled from a vehicle propelled by an internal combustion engine, that is registered for use on a highway under *The Highway Traffic Act* and is used primarily for the transport of persons, equipment or goods but does not include a vehicle,

- (i) operated only on rails,
- (ii) used for transportation solely within an employer's actual place of business, or
- (iii) used for farming operations but not used for carrying a load. O. Reg. 99/69, s. 1.

2. The trade of auto body repairer is designated as a certified trade for the purposes of the Act. O. Reg. 99/69, s. 2.

3. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 99/69, s. 3.

4.—(1) Subject to subsection 2, an apprentice shall complete four periods of training and instruction of 1800 hours per period.

(2) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma majoring in auto body repair or has such other qualification that, in the opinion of the Director, is equivalent thereto, he shall complete four periods of training and instruction of 1400 hours per period. O. Reg. 99/69, s. 4.

5. A person holding a certificate of qualification in the trade of automotive painter may qualify for examination for a certificate of qualification in the trade of auto body repairer by becoming indentured as an auto body repairer apprentice and completing the final three periods of training and instruction of 1800 hours per period in the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 99/69, s. 5.

6. No person shall become an apprentice in the certified trade unless he has successfully completed Grade 8 in Ontario or has such other academic qualification that, in the opinion of the Director, is equivalent thereto. O. Reg. 99/69, s. 6.

##### 7. Any person who,

- (a) applies in the prescribed form for apprenticeship in the trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 2 of section 10 of the Act. O. Reg. 99/69, s. 7.

8. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 60 per cent during the second period of training and instruction;
- (c) 80 per cent during the third period of training and instruction; and
- (d) 90 per cent during the fourth period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade or, where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. O. Reg. 99/69, s. 8.

9. The subjects of examination for an apprentice are the subjects set out in Parts 1 and 2 of the Schedule. O. Reg. 99/69, s. 9.

Schedule

AUTO BODY REPAIRER

PART 1

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics	Arithmetic	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes.
		Geometry	Lines, planes and angles.
2	Science	Physics Mechanics	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.
4	General Shop Practice	Safety	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling of gasoline, oils, paints, thinners and solvents. Dangers of spontaneous combustion. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.
		Hand Tools	Selection and use of screwdrivers, hammers, dollies, spoons, calking irons, picks, wrenches, sockets, pliers, vise-grips, clamps, files, chisels, snips, drifts, panel cutters, punches, hacksaws, drill bits, reamers, taps and dies, stud extractors. Door and regulator handle removal tools, putty knives, scrapers, blowgun, paint brushes and striping tools.
		Power Tools	Care and use of air and electric drills, impact tools, nibblers, disc and orbital sanders, polishers.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		<p>Benchwork Operations</p> <p>Measuring Instruments</p> <p>Fastening Devices</p> <p>General Shop Equipment (Paint-Shop Equipment under "Refinishing")</p>	<p>Cutting with hacksaw, filing, drilling; use of drill press and bench grinder; grinding of drill bits, chisels, etc. Soldering. Oxy-acetylene and arc welding and cutting. Brazing. Spot welding. Care and maintenance of welding equipment.</p> <p>Use of rules, straight-edges and squares. Frame, trammel and track gauges.</p> <p>Types of bolts, nuts, studs, screws, speed nuts, trim clips, T-bolts, and tube fittings. Thread identification and classification, tensile strengths. Installation procedures. Cutting internal and external threads. Removing broken studs. Types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants and sealers.</p> <p>Capacities and correct usage of floor cranes, hoists, jacks, stands and hydraulic presses. Care and use of hydraulic and air-hydraulic body jacking equipment, frame straightening and alignment racks. Bending brakes and rolls. Holding units or fixtures for doors, hoods and truck lids. Power hacksaws. Operation and maintenance of degreasing and steam cleaning equipment.</p>
5	Body Repair	<p>Metal Forming (Steel)</p> <p>Normalizing (Steel)</p> <p>Shrinking (Steel)</p> <p>Metal Working (Aluminum)</p> <p>Filling Preparation</p> <p>Body-Solder Filling</p>	<p>Panel forming. Flanging and forming contours with hand tools. Forming rocker panels, headlight repair caps, door panels and rear quarter repair panels.</p> <p>Metal Bumping. Dressing high and low contour panels. Unlocking metal. Direct hammering. Indirect hammering. Spring hammering. Picking and filing. Line filing. X-filing. Cross-filing. Metal finishing. Correct use of disc sander.</p> <p>Heat temperature. Shrinking with hammer and dolly. Shrinking without dolly. Quenching.</p> <p>Roughing out panels; use of mallet or rubber hammer. Dressing damage. Shrinking. Annealing. Finishing.</p> <p>Dressing damaged areas. Welding. "Sinking" weld. Surface preparation.</p> <p>Fluxes. Composition of solders. Grading. Types. Temperatures—Solidus and Pasty Ranges. Tinning methods (Steel). Tinning methods (Aluminum); Flux and non-flux methods. Solder Paddling. Types of wood paddles; care and lubrication. Vertical, horizontal and overhead application. Heat control. Finishing of solder-filled areas.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		<p>"Cold Filling" (Steel and Aluminum) and Fibreglas Body Repair</p> <p>Door, Hood and Truck Lid Damage</p> <p>Major Body Shell Damage</p>	<p>Use of epoxy resins, fibreglas and polyester fillers. Hardeners. Heat application. Gelcoats. Pot life. Preparation of damaged areas, mixing, application, "lay-up" and finishing methods.</p> <p>Holding units and fixtures. Damage correction sequence. Aligning and straightening procedures. Use of hydraulic body jacking equipment.</p> <p>Damage correction sequence. Use of hydraulic body jacking equipment to correct body alignment. Measuring checking procedures. Diagonal measurements. Door, windshield and rear windshield fit checks. Simultaneous body and frame straightening in cases of major damage and unitized construction. Rough-out and repair of inner construction prior to removal or repair of damaged outer panels.</p>
6	Panel Replacement	<p>Hoods</p> <p>Front Fenders</p> <p>Bumpers</p> <p>Door Panels</p> <p>Rear Quarter Panels</p> <p>Trunk Lids</p> <p>Roof Panels</p>	<p>Alignment of hood to vent panel, fenders and hood lock. Adjust in hinges. Shimming. Application of sound deadening materials.</p> <p>Alignment of front fender to door panel and hood; Adjustment. Replacement of front fender inner panel. Radiator Cradle support—Replacement methods, Adjustment, Shimming. Grille replacement; Hood latch adjustment.</p> <p>Replacement of arms. Adjustment and alignment. Use of heat. Replacement of face bars.</p> <p>Removal of trim, weather stripping, hardware and old panel. Installation and fitting of new panel. Fitting and adjusting doors. Tack welding. Metal finishing. Application of sound deadening materials. Replacement of trim, hardware, and weather stripping.</p> <p>Alignment of panel to trunk lid, door and inner panel. Installation methods. Quarter inner panel (wheel housing) replacement methods. Rocker panel replacement methods.</p> <p>Adjustment and fitting. Torsion bar adjustment. Shimming. Heating hinges. Application of weather stripping. Trunk latch adjustment.</p> <p>Removal of roof area garnish mouldings, rear and front windshields, headliner and insulation. Drilling and cutting of welds. Roof panel removal. Positioning of new panel, aligning to fit doors, body panels, and glass. Welding in position. Reinstallation of roof insulation, headliner, windshields and garnish mouldings.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
7	Glass Replacement	Windshields	Bonded and Rubber insert type: Removal and re-installation. Sealing windshield. Types of inserts. Moulding installation. Fasteners.
		Door, Vent and Rear Quarter Glass	Removal and replacement of trim, hardware, glass and accessories. Adjustment of channels, regulators and power assisted mechanisms.
8	Trim Replacement	Headliners	Removal and reinstallation of headliners. Shrinking and care of headliner. Repair procedures.
		Interior Trim	Removal and reinstallation of interior trim. Shampooing. Recovering panels. Upholstery repairs.
		Seat Frame and Track Repair	Seat and upholstery removal. Repair methods. Upholstery replacement and reinstallation of seat. Seat track types and maintenance.
9	Hardware Replacement	Hardware	Door locks and handles, trunk latches; removal and replacement. Lubrication. Minor repairs. Striker plates; Removal and replacement, Adjustment, Diagnosing adjusting faults. Door hinges—Reconditioning or replacement. Freeing seized hinges. Adjustment. Door checks—removal and installation. Adjustment and lubrication. Moulding and Ornaments: removal and reinstallation. Sealing.
10	Lights	Light Assembly Replacement	Removal and reinstallation of light assemblies and headlight buckets. Sealing. Replacement of seal beam units; Use of headlight aiming equipment. Electrical wiring; Soldering. Resin flux. Solderless connections. Tests for correct light operation. Grounding.
11	Cooling System	Radiator Repairs	Types of radiators. Cleaning acids and fluxes. Solders and soldering methods. Cleaning cores and Testing. Automatic transmission oil coolers. Pressure cap specifications. Recoring procedures. Testing, painting and reinstallation. Automatic transmission fluid level checks. Antifreeze solutions. Testing. Radiator hoses and clamps, Sealers, Replacement. Thermostats; Function, Removal, testing and replacement.
12	Front End Alignment	Principles	Steering geometry. Definition of caster, camber, king-pin and ball-joint inclination and toe-in. Principles of front-end alignment machine operation.
		Wheels and Tires	Wheel straightening. Tire demounting and mounting. Wheel balancing. Static. Dynamic.
13	Frames	Standard Frame Damage	Construction and characteristics of frames: X-frame, ladder type, perimeter type. Effects of damaged frames. Diamond, sag, twist, sway and kick-up. Inspection methods. Measuring tools and equipment. Frame straightening and alignment methods



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Unitized Construction Damage	and equipment. Rivetting, welding and bolting frame members. Crossmember replacement. Heat straightening. Types and characteristics of unitized frames and suspension mountings. Damage inspection. Straightening and alignment methods and equipment. Replacement and realignment of underbody sections. Simultaneous front end alignment proofing check. Heat straightening. Sealing, painting and insulating.
14	Estimating	Body Repair Estimating Procedures	Preparing estimates. Hidden damage. Average operation times. Labour, material and overhead costs. Typical estimates on collision repair jobs. Use of flat rate manual.
15	Body Shop Management	Quality Control  Discipline and Public Relations	Quality of workmanship. Acceptable standards. Legal implications of safe quality workmanship.  Employees' attitude towards employer, insurance adjuster, customers and fellow workers.

## AUTOMOTIVE REFINISHING

16	Spray Painting Equipment	Paint Spray Guns	Types, principles of operation, component parts, gun conditions and remedies. Material container types. Spray gun maintenance. Types, construction, and use of air and fluid hoses, connections, couplings and adaptors. Pressure drop.
		Transformers (Regulators and Condensers)	Types and purpose. Installation. Minimum pipe sizes. Pressure drop. Moisture and oil problems. Maintenance procedures.
		Air Compressors	Types and purpose, single and 2-stage: components, C.F.M. capacities. Installation and basic maintenance.
		Respirators and Masks	Organic vapor and dust types. Correct usage and servicing.
		Spray Booths	Types, purpose and operation. Dry and wash types. Special spray booth features. Lights, filters, fans. Maintenance procedures.
		Drying Equipment	Convection (Direct heat) and radiation (Infra-Red) drying and baking ovens. Operation and maintenance. Portable drying equipment.
17	Spraying Techniques	Critical Factors	Importance of correct gun type, fluid tip and air cap combination, fluid and spreader adjustment and atomizing air pressure. Spray patterns. Gun position; distance, stroking, triggering, speed and overlap. Practice spraying of various shaped panels in horizontal and vertical positions.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
18	Surface Preparation Materials	Types, Purpose, Description and Correct Usage	Paint finish cleaning solvents. Metal conditioners. Waterproof and dry type sandpapers, portable sander discs; grain, backing and bonding. Paint removers. Hot and cold stripping. Sand blasting, power and manual sanding. Masking materials—tapes, paper, compounds. Masking machines, "Tack-rags".
19	Surface Preparation	Preparation Procedures	Determination of surface condition. Surface analysis. Adhesion testing. Preparation of surfaces in good and poor condition and "green" or freshly painted surfaces. Masking and sanding techniques. "Featheredging". Paper grade. Wet or dry, hand or power sanding. Blowing and "Tacking". Metal conditioning. Wax, silicone and metal conditioner removal.
20	Refinishing Materials and Methods	Purpose, Description Characteristics and Application Methods	Primers, primer - surfacers, putty, sealers, solid colours and metallics. Colour material formulation; acrylic enamels and lacquers, alkyd (PX) and nitro-cellulose lacquers. Drying characteristics. Effects of temperature and humidity. Thinners or reducers. Formulation; accelerators and retarders. Mixing and reduction. Viscosity checks. Straining. Tests for paint type (old finish). Paint compatibility—intermixing, etc. Factors affecting refinish colour match. Colour codes. Use of silicone additives. Force drying and baking; baking converters. Rubbing and polishing compounds. Hand and machine application.
		Paint Finish Conditions	Identification of paint conditions. Causes and corrective action. Colour coat mil thickness requirements and measurement.
		Spot Repair and Touch-up	Use of enamels, acrylics and lacquers for spot repairs and touch-up. Blending to reduce or eliminate contrast.
		Clean-Up Operations	Removal of overspray from glass, chrome and paint. Effects of solvents on plastic trim. Tire dressings.
21	Paint Finish Deterioration	Causes of Deterioration	Identification of adverse effects of elements and materials on paint finish.
22	Paint Finish Care	Purpose and Use of Polishes and Cleaners	Wax and silicone—wax types. Effects of cleaners and polishes on acrylics, lacquers and enamels. Polishing requirements and precautions for newly refinished vehicles. Paint finish maintenance.
23	Specialty Refinishing	Materials and Procedures	Refinishing of galvanized outer panels and anodized aluminum moulding insert areas. Multi-colour spatter finishes (trunk interiors, floors, etc.) Simulated vinyl hard top finishes. Stripping; use of masking tape; lining brush and wheel machine. Application of decals and transfers. "Two-toning".

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
24	Estimating and Shop Management	Estimating and Factors to be Considered	Estimating procedures; condition of previous paint job. Average operation times. Labour, material, overhead costs. Use of flat rate manual. Typical estimates and costing of complete or partial paint jobs.
		Quality Control	Quality of workmanship. Acceptable standards.

## PART 2

## Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instruments, fastening devices and general shop equipment. Benchwork operations. (As detailed in Part 1.)
2	Body Repair	Panel Forming	Forming repair panels with hand tools.
		Panel Repair (Steel)	Roughing out and dressing damaged areas. Skrink-ing. Picking and filing. Metal finishing.
		(Aluminum)	Roughing out and dressing damaged areas. Shrink-ing. Annealing. Finishing.
		Body-Solder Filling	Filling preparation. Dressing. Welding. Surface preparation. Tinning steel and aluminum panels. Solder Paddling. Finishing filled areas.
		"Cold filling" (Steel and Aluminum) and Fibreglas Body Repair	Use of epoxy resins, fibreglas and polyester fillers. Preparation of damaged areas, mixing, application, "lay-up" and finishing.
		Door, Hood and Truck Lid Damage	Determination of damage correction sequence. Aligning and straightening. Use of hydraulic body jacking equipment and holding units and fixtures for off vehicle repairs.
		Major Body Shell Damage	Determination of damage correction sequence. Use of hydraulic body jacking equipment to correct body alignment. Measurement checking. Door, wind-shield and rear windshield fit checks. Simultaneous body and frame straightening (major damage and unitized construction).



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
3	Panel Replacement	Hoods	Installation and alignment of hood and hood lock. Hinge adjustment.
		Front Fenders	Installation and alignment; adjustment. Replacement of front fender inner panel. Replacement of radiator cradle supports. Grille replacement; hood latch adjustment.
		Bumpers	Replacement of arms. Adjustment and alignment. Replacement of face bars.
		Door Panels	Removal of trim, weather stripping, hardware and damaged panel. Installation of new panel. Fitting and adjusting doors. Tack welding. Metal finishing. Application of sound deadening materials. Replacement of trim, hardware, and weather stripping.
		Rear Quarter Panels	Removal of damaged panel. Alignment of new panel and installation. Quarter inner panel (wheel housing) replacement. Rocker panel replacement.
		Trunk Lids	Adjustment and fitting. Torsion bar adjustment. Application of weather stripping. Latch adjustment.
		Roof Panels	Removal of roof area garnish mouldings, windshields, headliner and insulation. Drilling and cutting of welds and roof panel removal. Aligning new panel to fit doors, body panels, and glass. Welding. Re-installation of insulation, headliner, windshields and garnish mouldings.
4	Glass Replacement	Windshields	Removal and reinstallation of bonded and rubber insert types. Sealing.
		Door, Vent and Rear Quarter Glass	Removal and replacement of trim, hardware, glass and accessories. Adjustment of channels, regulators and power assisted mechanisms.
5	Trim Replacement	Headliners and Interior Trim	Removal and reinstallation. Headliner shrinking and care. Shampooing. Recovering trim panels. Headliner and upholstery repairs.
		Seat Frame and Track Repair	Seat and upholstery removal. Repairs to frame. Upholstery replacement and reinstallation of seat. Seat track maintenance.
6	Hardware Replacement	Hardware	Door locks and handles, trunk latches; removal and replacement. Lubrication. Minor repairs. Striker plates; Removal and replacement, adjustment, diagnosing adjusting faults. Door hinges: Reconditioning or replacement. Freeing seized hinges. Adjustment. Door checks: removal and installation. Adjustment and lubrication. Mouldings and Ornaments: removal and reinstallation. Sealing.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
7	Lights	Light Assembly Replacement	Removal and reinstallation of light assemblies and headlight buckets. Sealing. Replacement of seal beam units; Headlight aiming. Electrical wiring; soldering, solderless connections, insulating. Testing for correct light operation.
8	Cooling System	Radiator Repairs	Solder repairs to tanks and cores. Cleaning cores and testing. Testing automatic transmission oil coolers. Familiarization with pressure cap specifications. Recoring; testing, painting and reinstallation. Automatic transmission fluid level checks. Testing antifreeze solutions. Replacement of radiator hoses and clamps. Thermostats; removal, testing and replacement.
9	Wheels and Tires	Servicing	Wheel straightening. Tire demounting and mounting. Wheel Balancing.
10	Frames	Standard Frame Damage	Determination of frame damage. Inspection. Frame straightening and alignment. Rivetting, welding and bolting frame members. Crossmember replacement. Heat straightening.
		Unitized Construction Damage	Damage inspection. Straightening and alignment. Replacement and realignment of underbody sections. Need for front end alignment proofing check. Heat straightening. Sealing, painting and insulating.
11	Estimating	Body Repair Estimating	Preparing estimates. Costing collision repair jobs. Use of flat rate manual.
12	Body Shop Management	Quality Control	Acceptable standards of workmanship. Legal implications of safe quality workmanship.
		Discipline and Public Relations	Attitude towards employer, insurance adjuster, customers and fellow workers.

## AUTOMOTIVE REFINISHING

13	Spray Painting Equipment	Use, Operation and Maintenance	Familiarization with use, operation and maintenance of spray guns, air and fluid hoses and fittings, transformers, air compressors, spray booths, respirators and masks. Drying and baking ovens and portable drying equipment.
14	Surface Preparation	Surface Condition	Analysis of surface condition. Identification of adverse effects of elements and materials on paint finish. Testing for adhesion, paint types, finish age and silicones.
		Preparation Procedures	Removal of mouldings, trim, hardware and emblems as required.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
			<p>Selection and use of paint finish cleaning solvents, paint removers if required and baking equipment for "Green" or freshly painted vehicles.</p> <p>Blowing and masking. Spot sanding and feather-edging of damaged or repaired areas, or complete overall sanding as required. Selection and use of dry or waterproof sandpapers by hand or power sanding.</p> <p>Selection and use of metal conditioners.</p> <p>Spot or overall application of primers and primer surfacers as required.</p> <p>Final complete overall sanding and primer touch-up of bare metal.</p>
15	Refinishing Operations	<p>Colour Match</p> <p>Mixing and Reduction</p> <p>Additives and Viscosities</p> <p>Testing and Checking Procedures</p> <p>Application of Sealer and Finish Coats</p> <p>Paint Finish Conditions</p> <p>Spot Repair and Touch-up</p> <p>Drying or Baking</p> <p>Polishing Lacquers</p> <p>Clean-up</p>	<p>Refinish colour matching and tinting. Use of colour codes.</p> <p>Selection of thinners or reducers. Mixing and reduction of sealers, acrylic enamels and lacquers, alkyd (PX) and nitro-cellulose lacquers; solid colours and metallics.</p> <p>Use of accelerators and retarders, silicone additives and baking converters. Checking viscosities. Straining.</p> <p>Testing gun operation and spray pattern. Adjusting atomizing and fluid pressures. Checking spray booth light and exhaust fan operation. Rechecking masking and installing wheel covers. Blowing-down and "tacking".</p> <p>Spray application of sealers and finish materials in accordance with manufacturer's recommendations.</p> <p>Familiarization with causes of paint conditions, and corrective action.</p> <p>Blending of finishing coats into adjacent areas to reduce or eliminate contrast.</p> <p>Air dry, force dry or baking of finish coats according to type of material applied. Removal of masking materials.</p> <p>Hand or power application of rubbing compounds or polishes.</p> <p>Removing overspray from glass, chrome, paint and trim. Applying tire dressings. Replacing moulding, etc.</p>



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
16	Paint Finish Care	Use of Polishes and Cleaners	Familiarization with polishing requirements and precautions for newly refinished vehicles and effects of cleaners and polishes on acrylics, lacquers and enamels.
17	Specialty Refinishing	Materials and Procedures	Refinishing of galvanized outer panels and anodized aluminum moulding insert areas. Application of multicolour spatter finishes (trunk interiors, floors, etc.), simulated vinyl hard top finishes. Striping. Application of decals and transfers. "Two-toning".
18	Estimating and Shop Management	Estimating Procedures	Preparation of estimates. Costing of complete or partial paint jobs. Use of flat rate manual. Acceptable standards of workmanship.

O. Reg. 99/69, Sched.

## REGULATION 21

### under The Apprenticeship and Tradesmen's Qualification Act

#### AUTOMOTIVE MACHINIST

##### 1. In this Regulation,

- (a) "automotive machinist" means a person who,
  - (i) reconditions and rebuilds internal combustion engines and associate components, power trains, brake system components and suspension system components,
  - (ii) disassembles, cleans, inspects, reconditions and adjusts crankshafts, camshafts, drive shafts, cylinder heads, cylinder blocks, manifolds and flywheels,
  - (iii) balances rotating parts, fits pins, grinds and turns brake drums and brake discs and faces brake shoes,
  - (iv) bores and sleeves cylinder blocks, rebores and finishes engine cylinders,
  - (v) reconditions connecting rods, services valve trains, resizes pistons and aligns borings,
  - (vi) welds crankshafts and cams, braces saddle bores and metallizes engine parts,
  - (vii) tests cylinder blocks, manifolds, cylinder heads and engines, and
  - (viii) rebuilds engine components and parts;
- (b) "certified trade" means the trade of automotive machinist;
- (c) "motor vehicle" means a vehicle propelled by an internal combustion engine, or a vehicle operated or controlled from a vehicle propelled by an internal combustion engine, that is registered for use on a highway under *The Highway Traffic Act* and is used primarily for the transport of persons, equipment or goods, but does not include a vehicle,
  - (i) operated only on rails,
  - (ii) used for transportation solely within an employer's actual place of business, or

- (iii) used for farming operations but not used for carrying a load. O. Reg. 97/69, s. 1.

2. The trade of automotive machinist is designated as a certified trade for the purposes of the Act. O. Reg. 97/69, s. 2.

3. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 97/69, s. 3.

4.—(1) Subject to subsections 2 and 3, an apprentice shall complete four periods of training and instruction of 1800 hours per period.

(2) Where the apprentice is the holder of an Ontario Grade 12 Secondary School Graduation Diploma majoring in auto mechanics or machine shop practice, or has such other qualification that, in the opinion of the Director, is equivalent thereto, he shall complete four periods of training and instruction of 1500 hours per period.

(3) Where the apprentice,

- (a) has successfully completed that part of the training program established for the certified trade under clause a of section 3, consisting of training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto, in the subjects contained in Parts 1 and 2 of the Schedule; and
- (b) displays such aptitude and ability that, in the opinion of his employer submitted in writing to the Director, the apprentice has attained the level of competence of a journeyman in the certified trade,

the apprentice need only complete the first three periods of training and instruction of 1800 hours per period set out in subsection 1. O. Reg. 97/69, s. 4.

5. A person holding a certificate of qualification in the certified trade of motor vehicle mechanic may qualify for examination for a certificate of qualification in the trade of automotive machinist,

- (a) by becoming indentured as an apprentice in the trade of automotive machinist and completing the final two periods of training and instruction of 1800 hours per period in the subjects contained in Parts 1 and 2 of the Schedule; or
- (b) by submitting written evidence, satisfactory to the Director, of having had at least two years experience as a journeyman in the trade of automotive machinist. O. Reg. 97/69, s. 5.

6. Sections 8 and 9 and subsections 2 and 4 of section 10 of the Act do not apply to any person who works or is employed in the certified trade. O. Reg. 97/69, s. 6.

7. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 60 per cent during the first period of training and instruction;
- (b) 70 per cent during the second period of training and instruction;
- (c) 80 per cent during the third period of training and instruction; and

- (d) 90 per cent during the fourth period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade or, where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. O. Reg. 97/69, s. 7.

8. The subjects of examination for an apprentice are the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 97/69, s. 8.

9. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the certified trade, one apprentice plus an additional apprentice for each additional two journeymen employed by the employer in the certified trade and with whom the apprentice is working; or
- (b) where the employer is not a journeyman in the certified trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional two journeymen employed by the employer in the certified trade and with whom the apprentice is working. O. Reg. 97/69, s. 9.

10. A certificate of qualification in the certified trade remains in force until cancelled or suspended in accordance with the regulations. O. Reg. 97/69, s. 10.

Schedule

AUTOMOTIVE MACHINIST

PART 1

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics	Arithmetic	Addition, subtraction, division of whole numbers, fractions and decimals, ratio and proportion, areas and volumes.
		Geometry	Lines, planes and angles.
2	Science	Physics	Basic laws and principles, formulae. (Given as required in shop instruction.)



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
3	English	Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.
4	Drafting	Basic Drafting and Interpretation	Preparation of elementary working drawings and dimensioned sketches of automotive components. Interpretation of exploded drawings, electrical and hydraulic circuits and schematics used in manufacturers' manuals.
5	General Shop Practice	<p>Safety</p> <p>Hand Tools</p> <p>Power Tools</p> <p>Benchwork</p> <p>Measuring Instruments</p> <p>Fastening Devices</p>	<p>Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling of gasoline, oils and cleaning solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.</p> <p>Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files, drifts, scrapers, snips, clamps, drill bits, reamers, vises, taps and dies. Stud extractors. Tool crib procedures.</p> <p>Care and use of portable air or portable electric drills, impact tools, grinders.</p> <p>Cutting with hacksaw, filing, chipping, scraping. Use of bench and pedestal drill presses: drilling, counter-sinking, counterboring, tapping, reaming, polishing, lapping. Coolant use. Bench grinder use: grinding drill bits, chisels, etc. Fitting bearings, bushings. Cutting and flaring tubing. Soldering. Babbitting principles. Gasket making. Oxy-acetylene and arc welding and cutting. Brazing techniques. Care and maintenance of welding equipment.</p> <p>Use of rules, straight edges, protractors and squares. Feeler gauges, calipers, verniers, micrometers, telescopic gauges, ball gauges, dial indicators, gauge blocks, limit gauges, pressure gauges. Surface finish measuring principles. Instrument testing and calibrating procedures. Surface plate use.</p> <p>Purpose and types of bolts, nuts, studs, screws and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures. Tightening torques. Cutting internal and external threads. Removing broken studs. Use of heli-coil type thread inserts. Purpose and types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants, sealers and locking compounds.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		General Shop Equipment	Capacities and correct usage of floor cranes, hoists, jacks, stands, hydraulic pullers. Power hacksaws. Operation and maintenance of degreasing and steam-cleaning equipment. Operation and running maintenance of air compressors.
6	Internal Combustion Engine Principles	Types and Definitions	Principles of operation; 2 and 4 stroke cycles. Gasoline and diesel engines; types—single and multi-cylinder, in-line, slanted, "V" types, flat or pancake. Definition of bore, stroke, combustion, piston displacement, clearance volume, swept volume, compression ratios and pressures, horsepower, torque. Engine formulae. Heat transfer. Combustion chamber design and efficiency.
		Engine Components	Types and function of major engine components: cylinder blocks, sleeves and liners, cylinder heads, pistons and rings, wrist pins, connecting rods. Bearings, crankshafts, valves and guides, valve trains, camshafts, timing gears or chains, gaskets, manifolds, flywheels and ring gears. Vacuum and compression tests; valve lash. Effects of maladjusted, misaligned, worn, defective or improperly installed engine parts or components, on engine operation and life.
		Reconditioning Effects	Effects of dimensional changes due to reboring, sleeving, grinding heads and blocks, grinding crankshafts and stroking, correcting and align boring main bearing saddles, regrinding camshafts; valve, valve seat and port grinding, varying head gasket thickness.
		Lubricants	Types and classification: contamination and deterioration, effect on engine wear.
		Engine Systems	Types, principles of operation, components: lubrication, cooling, carburetion and fuel injection, ignition and exhaust systems. Effects of maladjusted, inoperative, worn or damaged systems on engine operation and performance.
7	Trade Tools and Procedures	Engine and Component Disassembly and Cleaning	Procedures, sequence and tools required. Parts marking and identification; maintaining operating relationship. Removing seized parts. Cylinder ridge and liner removal procedures. Separation of ferrous and non-ferrous parts for correct cleaning methods. Cleaning techniques for ferrous and non-ferrous parts. Safety precautions. Cleaning blocks, heads and component parts.
		Inspection	Visual inspection of engine and component parts. Use of measuring devices and manufacturer's wear limit specifications. Identification of reusable, re-

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
			claimable or scrap parts. Detection of cracks, flaws and fatigue in ferrous and non-ferrous parts. Use of magna-flux, fluorescent, ultrasonic, air, hydraulic or hardness testing equipment on materials. Interpretation of results and appropriate action.
		Cylinder Blocks and Heads (Cold Repairs)	Techniques, equipment and procedures for "stitching" cracks in heads and blocks.
		Cylinder Boring	Definition of bore ovality and taper; rebore limits, sleeves and liners. Boring bar types, characteristics. Set-up, operation and maintenance. Bore and crankshaft axes alignment. Cutting tool grinding. Surface finishes. honing allowance. Block checking. Main bearing cap reinstallation to maintain rigidity. Aligning and boring cylinders to oversize limits, allowing stock for honing. Boring and counter boring for sleeving. Sleeve and liner installation procedures.
		Honing	Types and characteristics of honing machines, hand hones and honing stones. Set-up, operation and maintenance. Stone selection, obtaining required surface finish and specified fits. Avoidance of taper and ovality. Honing cylinders: rough and fine honing procedures with or without preboring. Deglazing cylinders; cross hatching procedures. Resizing connecting rods and honing rod wrist-pin bushings. Honing wheel and master cylinders. Honing piston bosses for fitting pins. Honing valve guides, king-pin and rocker arm bushings.
		Piston Grinding, Knurling and Regrooving	Purpose and principles of piston grinding. Set-up and operation of piston grinding machine. Avoidance of piston distortion during machining. Piston knurling: purpose and methods. Expanding pistons to useable tolerance. Piston regrooving: restoring ring groove dimensions by oversizing ring width or top spacer installation after machining.
		Connecting Rod Reconditioning	Types and characteristics of connecting rod reconditioning machines and equipment. Set-up, operation and maintenance. Maintaining manufacturers' tolerances. Holding centre to centre dimensions and parallelism between machined bores. Reconditioning rods: grinding parting surfaces for resizing. Cap assembly and wrist-pin bushing installation. Boring, grinding or honing bores to specified tolerances. Fitting pistons to rod assemblies. Alignment checking and straightening procedures.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Interference Pin Fitting	Use of correct tools and techniques for thermal or cold press installation. Removing and installing press fit piston pins. Fitting oversize pins to worn pistons and connecting rods.
		Valve Train Servicing (Valves, Rocker arms, Tappets)	Set-up, operation and maintenance of valve grinders. Types of stones and dressing procedures. Regrinding valve head seating surface to correct finish and degree angle. Maintaining concentricity. Valve usability limits. Trueing ends of valve stems. Setting clearances on free valve assemblies. Recontouring rocker arm. Refacing tappets. Reaming blocks for oversize tappets.
		(Valve Seats)	Set-up, operation and maintenance of valve seat grinders. Types of stones and dressing procedures. Regrinding valve seats to correct interference angle, width and concentricity to valve guides. Seat and valve depth regrinding limits; possible need for seat inserts to restore installation height.
		(Valve Seat Inserts)	Interference fit and threaded types; construction materials. Installation methods. Set-up, operation and maintenance of insert installation equipment. Counterboring and internal threading procedures for respective inserts. Insert installation.
		(Valve Installation)	Procedures for lapping valves and testing contact area.  Complete installation of valve assemblies in blocks or heads. Checking valve spring tension; selection of shims to compensate for dimensional changes due to machining, etc. Hydraulic lifters: use of test equipment for leakdown tests. Visual check for body and contact face wear.
		Surface Grinding	Set-up, operation and maintenance of surface grinding equipment. Trueing up distorted surfaces to correct finish and dimensions, with minimum stock removal. Fixture use. Resurfacing cylinder heads, blocks and manifolds. Trueing up mounting surfaces of manifolds, water outlets, bell housings and timing covers.
		Milling	Set-up, operation and maintenance of milling machines. Work holding, cutter types, speeds and feeds. Typical trade related milling operations.
		Flywheel Grinding	Set-up, operation and maintenance of flywheel grinders. Grinding friction surfaces of all flywheel types. Grinding clutch pressure plates: holding dimensions and maintaining concentricity with mounting surface.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Hydraulic Press Operations	Types, capacities. Safe set-up, operation and maintenance. Procedures for straightening crankshafts, camshafts. Use of "V" blocks and dial indicators. Pressing bearings and gears on and off shafts. Installation of ball, needle and taper roller anti-friction bearings. Interference fits; adjusting or pre-loading. Rivetting drums to hubs.
		Crankshaft Grinding	Crankshaft identification. Repairing badly worn or damaged journals, straightening and centering procedures. Set-up, operation and maintenance of crankshaft grinders. Mounting, balancing, dressing and forming radii on grinding wheels. Crankshaft suspension on centres or chuck. Bearing undersizes. Surface finishes. Regrinding journal and main bearing surfaces, radii and thrust surfaces to correct surface finish and under sizes required, maintaining correct centre displacement, degree relationship and axis concentricity on all journals. Inspection and repair procedures for internal and external threads, keyways, pilot bearing bores, dowel holes. Remachining flywheel mounting surfaces. Deburring and chamfering oil holes. Polishing bearing surfaces to required finish. Application of rust inhibitor. Bearing surface protection.
		Portable Crankshaft Grinding	Procedures for emergency field grinding repairs in the chassis. Set-up and operation of portable grinder and driving mechanism.
		Camshaft Grinding	Camshaft repair and straightening. Set-up, operation and maintenance of camshaft grinders. Grinding camshaft lobes and journals. Undersize limits. Custom modifications.
		Brake Service	Set-up, operation and maintenance of brake drum lathes. Arbor use. Machining and grinding friction surfaces, surface finishes. Brake drum safety limits. Attaching brake linings to shoes by rivetting, bonding or bolting; grinding to required radii for correct contact with machined drum surface. Set-up, operation and maintenance of brake disc machining equipment. Finishing brake discs to specified limits.
		Bearing Resizing	Resizing bearings, including machining of thrust faces of flanged bearings or thrust washers. Resizing rod bearings: fitting and assembling bearings to rods and boring to size.
		Align Boring	Preparatory operations: cap grinding or milling; installation of bearings and shims or bushings as required. Set-up, operation and maintenance of align boring machine. Procedures for sizing main and camshaft bearings, accessory shaft bushings. Boring of distorted or

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Engine Lathe Work	<p>misaligned main bearing saddle bores to standard dimensions.</p> <p>Sleeving of main or camshaft bearing saddles to correct damage caused by seized shafts or bearings.</p> <p>Set-up, operation and maintenance. Work holding; chucks, collets, face plates. Tool bits: selection and grinding: speeds and feeds. Centering, facing, turning, boring, taper turning, threading and chasing, parting operations.</p> <p>Production of simple threaded cylindrical parts from sketches or drawings. Procedures for turning and grooving bushings, repairing pulleys, lightening flywheels, trueing up differential cases and worn race seats, resizing piston ring grooves, turning and undercutting automotive or marine starter and generator armature commutators.</p>
		Balancing Rotating and Reciprocating Parts	<p>Types and characteristics of mechanical and electronic balancing equipment. Set-up and operation. Detection of forces creating vibrations in rotating parts in all planes. Static and dynamic corrections required to correct imbalance through operational speed range, by weight application or removal, without affecting physical properties or strength of parts.</p>
		Final Engine Assembly	<p>Checking all new and rebuilt parts, before assembly in engine blocks. Fitting reassembly procedures and sequence. Checking all fits, clearances and tolerances. Valve timing procedure. Torquing procedures and specifications. Testing engine assemblies for excessive oil throw-off: use of oil pressure tank.</p>
		Engine Run-In	<p>Installation of assembled engines in test stands. Motoring and dynamometer testing for specified periods. Checking oil pressure and compression. Inspecting for oil leaks or abnormal noises. Retorquing heads. Resetting valve lash to specifications. Painting engines. Preparing and affixing reconditioning data tags. Shipping preparation procedures.</p>
8	Automotive Machine Shop Management	Operations	<p>Business organization: types of ownership. Machine shop equipment. Advertising methods. Salesmanship. Business law: financial operations. Government regulations applicable to automotive machine shops, journeymen and apprentices. Parts and supplies ordering: trade discounts. Quality control: acceptable standards, warranties.</p>
		Costing	<p>Elementary bookkeeping: average operation times, labour, parts and overhead costs. Use of pricing lists and manuals. Billing typical reconditioning work.</p>
		Public Relations	<p>Proper conduct and business dealings in relation to employer, customers and co-workers. Punctuality.</p>



## PART 2

## Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instruments, fastening devices and general shop equipment. Benchwork operations. (As detailed in Part 1.)
2	Internal Combustion Engine Principles	Types, Components and Operations	Familiarization with gasoline and diesel engine types, designs, component and correct operation. Recognition of abnormal engine noises and causes. Vacuum and compression testing. Identification of effects of maladjusted, misaligned, worn, defective, or improperly installed engine parts or components on engine operation and life.
		Reconditioning Effects	Familiarization with effects of dimensional changes due to reconditioning and rebuilding operations.
		Lubricants	Familiarization with types and classifications. Effects of contamination and deterioration on engine wear.
		Engine Systems	Effects of maladjusted, inoperative, worn, leaking or damaged lubrication, cooling, carburetion and fuel injection ignition and exhaust systems on engine operation and performance.
3	Trade Tools and Procedures	Engine and Component Disassembly	Dismantling engine and component assemblies. Marking and identifying parts. Maintaining operating relationship. Cleaning cylinder blocks, heads and component parts by appropriate methods.
		Inspection	Familiarization with use of measuring devices and wear limit specifications. Use of test equipment or materials to detect cracks, flaws or fatigue in ferrous or non-ferrous parts. Identification of reusable, reclaimable or scrap parts.
		Cylinder Blocks and Heads (Cold Repairs)	Crack "stitching" operations.
		Cylinder Boring	Boring bar set-up, operation and maintenance. Cutting tool grinding. Block checking and preparation. Aligning and boring cylinders, allowing for honing. Boring and counter boring for sleeving. Sleeve and liner installation.
		Honing	Set-up, operation, maintenance and use of honing machines, hand hones. Rough and fine honing cylinders with or without preboring. Deglazing cylinders. Resizing connecting rods and honing rod wrist-pin bushings. Honing wheel and master cylinders, piston bosses, valve guides, king-pin and rocker arm bushings.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Piston Grinding, Knurling and Regrooving	Set-up, operation and maintenance of piston grinding machines. Knurling pistons to useable tolerances. Oversizing ring width or top spacer installation after machining.
		Connecting Rod Reconditioning	Set-up, operation and maintenance of connecting rod reconditioning machines and equipment. Reconditioning rods: resizing, boring, grinding or honing bores. Fitting pistons to rod assemblies. Alignment checking and correction.
		Interference Pin Fitting	Removing and installing press fit piston pins: thermal or cold press methods. Fitting oversize pins.
		Valve and Train Servicing	Set-up, operation and maintenance of valve and valve seat grinders. Dressing stones. Regrinding valves and valve seats. Trueing ends of valve stems. Setting free valve assembly clearances. Recontouring rocker arms. Refacing tappets. Reaming blocks for oversize tappets. Set-up, operation and maintenance of interference fit and threaded insert installation equipment. Insert installation and finishing. Set-up, operation and maintenance of equipment for resizing or reaming valve guides and boring integral heads for thin-wall guides. Valve guide installation and finishing. Lapping valves and testing contact areas. Installation of valve assemblies in cylinder heads or blocks. Hydraulic lifter leak-down tests and visual wear checks.
		Surface Grinding	Set-up, operation and maintenance of surface grinding equipment. Resurfacing cylinder heads, blocks and manifolds. Trueing up mounting surfaces manifolds, water outlets, bell housings and timing covers.
		Milling	Set-up, operation and maintenance of milling machines. Trade related milling operations.
		Flywheel Grinding	Set-up, operation and maintenance of flywheel grinders. Grinding all flywheel types. Grinding clutch pressure plates.
		Hydraulic Press Operations	Straightening crankshafts and camshafts. Pressing bearings and gears on and off shafts. Installation of ball, needle and taper roller bearings. Rivetting drums to hubs.
		Crankshaft Grinding	Set-up, operation and maintenance of crankshaft grinders: mounting, balancing, dressing grinding wheels.  Crankshaft preparation. Regrinding journal and main bearing surfaces, radii and thrust surfaces. Deburring and chamfering oil holes. Polishing

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
			bearing surfaces. Repairing internal and external threads, keyways, pilot bearing bores, dowel holes. Remachining flywheel mounting surfaces. Rust inhibitor application and bearing surface protection.
		Portable Crankshaft Grinding	Set-up and operation of portable grinder and driving mechanism.
		Camshaft Grinding	Set-up, operation and maintenance of camshaft grinders. Grinding camshaft lobes and journals. Custom modifications.
		Brake Service	Set-up and operation of brake drum lathes. Machining and grinding drums. Rivetting, bonding or bolting linings to shoes: facing to required radii. Set-up, operation and maintenance of brake disc machining equipment. Finishing brake discs.
		Bearing Resizing	Resizing bearings, including machining flanged bearing thrust faces and thrust washers. Resizing rod bearings.
		Align Boring	Set-up, operation and maintenance of align boring machine. Sizing main and camshaft bearings, accessory shaft bushings. Boring distorted or misaligned main bearing saddle bores to standard. Sleeving main or camshaft bearing saddles to correct damage.
		Engine Lathe Work	Lathe set-up, operation and maintenance. Selecting and grinding tool bits. Turning and grooving bushings, repairing pulleys, lightening flywheels, trueing-up differential cases and worn race seats, resizing piston ring grooves, turning and undercutting automotive or marine starter and generator armature commutators.
		Balancing Rotating and Reciprocating Parts	Set-up, operation and maintenance of mechanical and electronic balancing equipment. Making static and dynamic corrections to correct imbalance.
		Final Engine Assembly	Preassembly check of new and rebuilt parts. Engine reassembly and fitting. Checking all fits, clearances and tolerances. Valve timing. Torquing. Testing for excessive oil throw-off.
		Engine Run-In	Use of test stands. Motoring engines or dynamometer testing. Checking oil pressure, compression, output: oil leaks or abnormal noises. Retorquing heads. Resetting valve lash. Engine painting, tagging and shipping preparation.



## REGULATION 22

under The Apprenticeship and Tradesmen's Qualification Act

### AUTOMOTIVE PAINTER

#### 1. In this Regulation,

(a) "automotive painter" means a person engaged in the refinishing of motor vehicle bodies who,

- (i) sands, spot fills, primes and paints,
- (ii) dries or bakes newly painted surfaces,
- (iii) masks and tapes for multi-tone paint work and protective requirements,
- (iv) applies decals, transfers, stencils and other types of identification to finished paint work,
- (v) mixes paint and components and matches colours, and
- (vi) refinishes galvanized outer panels and anodized aluminum moulding;

(b) "certified trade" means the trade of automotive painter;

(c) "motor vehicle" means a vehicle propelled by an internal combustion engine, or operated or controlled from a vehicle propelled by an internal combustion engine, that is registered for use on a highway under *The Highway Traffic Act* and is used primarily for the transport of persons, equipment or goods but does not include a vehicle,

- (i) operated only on rails,
- (ii) used for transportation solely within an employer's actual place of business, or
- (iii) used for farming operations but not used for carrying a load. O. Reg. 102/69, s. 1.

2. The trade of automotive painter is designated as a certified trade for the purposes of the Act. O. Reg. 102/69, s. 2.

3. No person shall become an apprentice in the certified trade unless he has successfully completed

Grade 8 in Ontario or has such other academic qualification that, in the opinion of the Director, is equivalent thereto. O. Reg. 102/69, s. 3.

4. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 102/69, s. 4.

5. An apprentice shall complete two periods of training and instruction of 1800 hours per period. O. Reg. 102/69, s. 5.

6. Sections 8 and 9 and subsections 2 and 4 of section 10 of the Act do not apply to any person who works or is employed in the certified trade. O. Reg. 102/69, s. 6.

7. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 60 per cent during the first period of training and instruction; and
- (b) 80 per cent during the second period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade or, where the employer is the only journeyman employed, of the average rate of wages for journeyman in the area. O. Reg. 102/69, s. 7.

8. The subjects of examination for an apprentice are the subjects set out in Parts 1 and 2 of the Schedule. O. Reg. 102/69, s. 8.

9. A certificate of qualification in the certified trade remains in force until cancelled or suspended in accordance with the regulations. O. Reg. 102/69, s. 9.

## Schedule

## AUTOMOTIVE PAINTER

## PART 1

## In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics	Arithmetic	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes.
		Geometry	Lines, planes and angles.
2	Science	Physics Mechanics	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.
4	General Shop Practice	Safety	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of firefighting equipment. Handling of gasoline, oils, paints, thinners and solvents. Dangers of spontaneous combustion. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.
		Hand Tools	Care and use of hammers, screwdrivers, wrenches, sockets, pliers, vise-grips, drill bits, hacksaws, putty knives, scrapers, paint brushes, blowgun and stripping tools.
		Power Tools	Care and use of bench grinders, air and electric drills, orbital and disc sanders, polishers and impact tools.
		Fastening Devices	Purpose and types of bolts, nuts, studs, screws, speed nuts, trim clips, flat and lock washers, etc. Installation and removal.
		General Paint-Shop Equipment	Capacities and correct usage of hoists, jacks, stands. Operation and maintenance of degreasing and steam-cleaning equipment.
5	Spray Painting Equipment	Paint Spray Guns	Types, principles of operation, component parts, gun conditions and remedies. Material container types. Spray gun maintenance. Types, construction, and use of air and fluid hoses, connections, couplings and adaptors. Pressure drop.
		Transformers (Regulators and Condensers)	Types and purpose. Installation. Minimum pipe sizes. Pressure drop. Moisture and oil problems. Maintenance procedures.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Air Compressors	Types and purpose, single and 2-stage; components, C.F.M. capacities. Installation and basic maintenance.
		Respirators and Masks	Organic vapor and dust types. Correct usage and servicing.
		Spray Booths	Types, purpose and operation. Dry and wash types. Special spray booth features. Lights, filters, fans. Maintenance procedures.
		Drying Equipment	Convection (Direct heat) and radiation (Infra-Red) drying and baking ovens. Operation and maintenance. Use of portable drying equipment.
6	Spraying Techniques	Critical Factors	Importance of correct gun type, fluid tip and air cap combination, fluid and spreader adjustment and atomizing air pressure. Spray patterns. Gun position; distance, stroking, triggering, speed and overlap. Practice spraying of various shaped panels in horizontal and vertical positions.
7	Surface Preparation Materials	Types, Purpose, Description and Correct Usage	Paint finish cleaning solvents. Metal conditioners. Waterproof and dry type sandpapers, portable sander discs; grain, backing and bonding. Paint removers. Hot and cold stripping. Sand blasting, power and manual sanding. Masking materials—tapes, papers, compounds. Masking machines. "Tack-rags".
8	Surface Preparation	Preparation Procedures	Determination of surface condition. Surface analysis. Adhesion testing. Preparation of surfaces in good and poor condition and "green" or freshly painted surfaces. Masking and sanding techniques. "Featheredging". Paper grade; Wet or dry, hand or power sanding. Blowing and "Tacking". Metal conditioning. Wax, silicone and metal conditioner removal. Removal and reinstallation of exterior trim, emblems, hardware, and light assemblies. Elementary electrical wiring and testing procedures.
9	Refinishing Materials and Methods	Purpose, Description, Characteristics and Application Methods	Primers, primer-surfacers, putty, sealers, solid colours and metallics. Colour material formulation; acrylic enamels and lacquers, alkyd (PX) and nitro-cellulose lacquers. Drying characteristics. Effects of temperature and humidity. Thinners or reducers. Formulation; accelerators and retarders. Mixing and reduction. Viscosity checks. Straining. Use of silicone additives. Tests for paint type (old finish). Paint compatibility—intermixing, etc. Factors affecting refinish colour match. Colour codes. Matching and tinting. Force drying and baking; use of baking converters. Rubbing and polishing compounds; Hand and machine application.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Paint Finish Conditions	Identification of paint conditions. Causes and corrective action. Colour coat mil thickness requirements and measurement.
		Spot Repair and Touch-up	Use of enamels, acrylics and lacquers for spot repairs and touch-up. Blending to reduce or eliminate contrast.
		Clean-Up Operations	Removal of overspray from glass, chrome and paint. Effects of solvents on plastic trim. Tire dressings.
10	Paint Finish Deterioration	Causes of Deterioration	Identification of adverse effects of elements and materials on paint finish.
11	Paint Finish Care	Purpose and Use of Polishes and Cleaners	Wax and silicone-wax types. Effects of cleaners and polishes on acrylics, lacquers and enamels. Polishing requirements and precautions for newly refinished vehicles. Paint finish maintenance.
12	Specialty Refinishing	Materials and Procedures	Refinishing of galvanized outer panels and anodized aluminum moulding insert areas. Multi-colour spatter finishes (trunk interiors, floors, etc.) Simulated vinyl hard-top finishes. Striping; use of masking tape, lining brush and wheel machine. Application of decals and transfers. "Two-toning".
13	Estimating and Shop Management	Estimating and Factors to be Considered	Estimating procedures; condition of previous paint job. Average operation times. Labour, material, overhead costs. Use of flat rate manual. Typical estimates and costing of complete or partial paint jobs.
		Quality Control	Quality of workmanship. Acceptable standards.

## PART 2

## Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, fastening devices and general paint-shop equipment. (As detailed in Part 1.)

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
2	Spray Painting Equipment	Use, Operation and Maintenance	Familiarization with use, operation and maintenance of spray guns, air and fluid hoses and fittings, transformers, air compressors, spray booths, respirators and masks. Drying and baking ovens and portable drying equipment.
3	Surface Preparation	<p>Surface Condition</p> <p>Preparation Procedures</p>	<p>Analysis of surface condition. Identification of adverse effects of elements and materials on paint finish. Testing for adhesion, paint types, finish age and silicones.</p> <p>Removal of mouldings, trim, hardware and emblems as required.</p> <p>Selection and use of paint finish cleaning solvents, paint removers if required and baking equipment for "Green" or freshly painted vehicles.</p> <p>Blowing and masking. Spot sanding and feathering of damaged or repaired areas, or complete overall sanding as required. Selection and use of dry or waterproof sandpapers by hand or power sanding.</p> <p>Selection and use of metal conditioners.</p> <p>Spot or overall application of primers and primer surfacers as required. Mixing and reduction.</p> <p>Final complete overall sanding and primer touch-up of bare metal.</p>
4	Refinishing Operations	<p>Colour Match</p> <p>Mixing and Reduction</p> <p>Additives and Viscosities</p> <p>Testing and Checking Procedures</p> <p>Sealer and Finish Coats</p> <p>Paint Finish Conditions</p>	<p>Refinish colour matching and tinting. Use of colour codes.</p> <p>Selection of thinners or reducers. Mixing and reduction of sealers, acrylic enamels and lacquers, alkyd (PX) and nitro-cellulose lacquers; solid colours and metallics.</p> <p>Use of accelerators and retarders, silicone additives and baking converters. Checking viscosities. Straining.</p> <p>Testing gun operation and spray pattern. Adjusting atomizing and fluid pressures. Checking spray booth light and exhaust fan operation. Rechecking masking and installing wheel covers. Blowing-down and "tacking".</p> <p>Spray application of sealers and finish materials in accordance with manufacturer's recommendations.</p> <p>Familiarization with causes of paint conditions, and corrective action.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Spot Repair and Touch-up  Drying or Baking  Polishing Lacquers  Clean-up	Blending of finishing coats into adjacent areas to reduce or eliminate contrast.  Air dry, force dry or baking of finish coats according to type of material applied. Removal of masking materials. Hand or power application of rubbing compounds or polishes.  Removing overspray from glass, chrome, paint and trim. Applying tire dressings. Reinstallation of mouldings, trim, hardware, etc. and light assemblies as required. Testing for correct light operation.
5	Paint Finish Care	Use of Polishes and Cleaners	Familiarization with polishing requirements and precautions for newly refinished vehicles and effects of cleaners and polishes on acrylics, lacquers and enamels.
6	Specialty Refinishing	Materials and Procedures	Refinishing of galvanized outer panels and anodized aluminum moulding insert areas. Application of multi-colour spatter finishes (trunk interiors, floors, etc.), simulated vinyl hard-top finishes. Striping. Application of decals and transfers. "Two-toning".
7	Estimating and Shop Management	Estimating Procedures  Quality Control  Discipline and Public Relations	Preparation of estimates. Costing of complete or partial paint jobs. Use of flat rate manual.  Acceptable standards of workmanship.  Attitude towards employer, insurance adjuster, customers and fellow workers.



## REGULATION 23

### under The Apprenticeship and Tradesmen's Qualification Act

#### BAKERS

##### 1. In this Regulation,

(a) "baker" means a person who prepares all manner of breads, pastries, pies, tarts, cakes, cookies and other baked goods by mixing or blending a variety of ingredients and baking them in an oven, and who ices, decorates, fills or otherwise finishes such baked goods;

(b) "trade" means the trade of baker. O. Reg. 165/69, s. 1.

2.—(1) An apprentice training program in the trade is established and shall consist of,

(a) training and instruction at full time educational day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto, in the subjects contained in Schedule 1; and

(b) practical training and instruction provided by the employer of the apprentice in the subjects contained in Schedule 2.

(2) An apprentice shall complete two periods of training and instruction of 2000 hours per period. O. Reg. 165/69, s. 2.

3. No person shall become an apprentice in the trade unless,

(a) he has successfully completed Grade 9 in Ontario or has such other academic qualification that, in the opinion of the Director, is equivalent thereto; or

(b) he has successfully completed Grade 8 in Ontario or has such other academic qualification that, in the opinion of the Director, is equivalent thereto and has successfully

completed one year of training and instruction approved by the Director or has worked in the trade for one year. O. Reg. 165/69, s. 3.

4. The rate of wages for an apprentice in the trade whether for his regular daily hours or for hours in excess of his daily hours shall not be less than,

(a) 60 per cent during the first period of training and instruction; and

(b) 80 per cent during the second period of training and instruction,

of the average rate of wages or its equivalent for journeymen in the trade in the area. O. Reg. 165/69, s. 4.

5. Where the employer is a journeyman in the trade, the number of apprentices employed,

(a) shall not exceed one where the employer is the only journeyman engaged in the trade; and

(b) shall not exceed one additional apprentice for every two additional journeymen employed by the employer in the trade. O. Reg. 165/69, s. 5.

6. Where the employer is not a journeyman in the trade, the number of apprentices employed,

(a) shall not exceed one for the first journeyman employed by the employer; and

(b) shall not exceed one additional apprentice for every two additional journeymen employed in the trade by the employer. O. Reg. 165/69, s. 6.

7. Sections 8 and 9 of the Act do not apply to any person who works or is employed in the trade. O. Reg. 165/69, s. 7.

**Schedule 1****BAKER****In-School Training**

Item	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Language and Communication	Composition  Business Writing	Vocabulary, grammar, sentence and paragraph structure and oral composition.  Sample business letters, format, tone and layout. Report writing.
2	Mathematics	Arithmetic  Business Mathematics	Addition, subtraction, multiplication and division. Fractions, decimals, percentage, interest and discounts. Units of capacity and weight. Ratio and proportion.  Basic bookkeeping, balance sheets, costing, financial statements, retailing, contracts and credit. Insurance, banking and interest rates.
3	General Shop Practice	Safety  Sanitation  Ingredients	Accident prevention, precautions during operation of machinery, explosive danger of dust, safe use of ovens and boilers. First aid measures and fire prevention.  Personal hygiene and shop cleanliness. Proper use of cleaning agents, care of perishable goods. Safe use of pesticides and fungicides. Health regulations. <i>Food and Drug Act</i> (Canada) requirements.  Measuring and sifting, weights and measures, conversion tables used. Terminology of baking. Nutrition requirements. Types of flour. Aerating agents, yeasts, sugars, fats, milk and eggs and their uses in baking. Flavourings, spices and colourings. Importance of labelling.
4	Fermented Goods	Preparation  Baking	Types of flour used in baking fermented goods; yeast usage, fermentation process, chemical additives, basic dough composition. Use of prepared mixes for pressure and rolling machines and refrigeration effects. Effects of heat and humidity. Liquid and volumetric measure, ratio and proportion. Continuous mix processing systems for bread, buns and rolls. Use of oxidizing agents, stabilizers and shortening flakes. Formula construction and percentage, production rates, pump calibration data.  Types of ovens used; factors in the design of ovens. Time and temperature requirements for various baked goods. Calculation of yield.
5	Cakes	Preparation	Types of cakes; yellow or white, sponge, fruit and pound. Ingredients used in each type; flour, aerating agents and methods of aerating, such as whipping,

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Baking	laminating and aerating machines. Formulae used; balancing formulae, effects of time and temperature, working and storage temperatures for various ingredients. Portioning and filling containers.  Chemical and physical changes during baking. Time, temperature and method of baking; loading ovens and use of oven controls. Indications of sufficient baking; faults and corrective actions. Cooling and storage, humidity and temperature control. Packaging, freezing and defrosting.
		Decorating	Types of icing used; fondants, butter, decorative, and additional decorations on cakes. Ingredients used and techniques of mixing and application.
6	Pies, Tarts and Cookies	Pastries Preparation	Fats and shortening used, dry ingredients, types of flour and other additives, liquids used. Mixing ingredients by hand and machine; under and over mixing. Rolling pastry; techniques applicable.
		Baking and Storing Pastries	Types of ovens and controls; times for baking, indication when properly baked. Storing of pies and tarts; packaging methods, freezing and storing methods.
		Cookies Preparation	Types and kinds of flour, leavening agents, sweetening additives; blending fats and shortening, liquids used, eggs and flavourings. Adding nuts, fruits and colouring. Planning techniques.
		Baking and Storing Cookies	Oven temperatures; indication of sufficient baking, removal of cookies from pans, use of cooling racks. Decorating cookies; types applicable and techniques used. Storing and packaging cookies; conditions of storage.
7	Fillings and Icings	Fillings	Types of fillings; fruit, custard and cream; methods of preparation for each; additives, thickening agents and consistency required. Filling techniques. Times and temperatures for pre-cooking and cooking of fillings. Handling dried, frozen, canned and fresh fruits, fresh cream. Making custards. Effects of boiling on sugars, starches and eggs.
		Savory Fillings	Importance of quick cooling meat, fish and cheese fillings. Storage of fillings.
		Icings	Types of icings, and meringues; butter icing, decorative icing and fondants. Preparation methods; use of ingredients and blending techniques. Manufacture and mixing of chocolate. Principles of sugar boiling, cake coatings and royal icings and techniques applicable. Use of decorative tube and tips. Storage of icings.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
8	Management	Business Administration	Stock control, costing, production scheduling, labour utilization, licensing regulations, leasing, taxes, business economics, profit requirements.

## Schedule 2

## BAKER

## Work Instruction and Experience

Item	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practices	Safety	Shop safety rules and precautions. First aid equipment location and usage. Fire prevention devices, locations and usage.
		Sanitation and Hygiene	Personal and shop cleanliness measures. Controlled application of pesticides and fungicides.
		Ingredients	Use of measuring, sifting and weighing devices. Application of conversion tables. Types of flour and identification.
		Equipment	Types of power machines, such as mixers and rollers. Capacities, operation and controls applicable; refrigeration and storage facilities; their use and control. Use of hand utensils, pots, pans and trays. Ovens used, types, operation, control features and purpose.
2	Fermented Goods	Preparation	Dough mixing techniques for various products, calculating finished weights, shaping and scoring. Time and temperature requirements for various dough mixes before baking.
		Baking	Oven control criteria, revolving oven operation and cooling procedures. Time and temperature requirements for various bakes.
3	Cakes	Preparation	Methods of making different types of cakes. Hand and machine mixing requirements; sugar and flour batter mixing, blending and whipping. Scone and powder-raised goods preparation.
		Baking	Baking times, temperatures; high-ratio cake making; invert sugar in cakes.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
4	Pies, Tarts and Cookies	Pastries Preparation	Mixing pies, tarts and short pastries and puff-pastry.
		Baking Pastries	Times and temperatures for proper baking of pastries.
		Cookies Preparation	Mixing of cookie dough, additives used; use of chocolate in cookies.
		Baking and Storing Cookies	Times and temperatures for baking, cooling requirements and cookie decoration. Packaging and storing cookies.
5	Fillings and Icings	Fillings	Making up pie and tart fillings, handling fresh, frozen, canned and dried fruit, savory fillings. Making jellies and custards, handling and using fresh cream.
		Icings	Preparation of fondants, icings, creams, meringues, almond paste, gum paste and royal icings. Cake coating techniques, decorating and pull-sugar work.
6	Management	Business Administration	Stock taking and inventory control, bookkeeping, display techniques, packaging, costing and production scheduling. O. Reg. 165/69, Sched. 2.

## REGULATION 24

### under The Apprenticeship and Tradesmen's Qualification Act

#### BARBERING SCHOOLS

1. In this Regulation, "barbering school" means any school, college, business institution or establishment that trains or professes to train persons to qualify for examination for a certificate of qualification in the certified trade of barber but does not include,

- (a) a barber shop in which apprentices are employed; or
- (b) a school or college that is under the jurisdiction of the Department of Education. O. Reg. 247/69, s. 1.

2. No person shall operate a barbering school,

- (a) unless he is the holder of a licence to operate a barbering school; and
- (b) except in accordance with the Act and this Regulation. O. Reg. 247/69, s. 2.

3.—(1) A licence to operate a barbering school shall be in Form 1 and the fee for a licence to operate a barbering school or a renewal thereof is \$50.

(2) An application for a licence to operate a barbering school shall be in Form 2 and shall be made to the Director.

(3) A licence to operate a barbering school expires with the 31st day of December in the year in which it is issued.

(4) An application for renewal of a licence to operate a barbering school shall be made to the Director not later than the 1st day of December in each year. O. Reg. 247/69, s. 3.

4.—(1) The Director may refuse to issue or renew or may revoke a licence to operate a barbering school for reasonable cause, and shall give notice of the decision to the applicant or licensee, as the case may be.

(2) The Director shall not take action under subsection 1 until after conducting a hearing for which notice in writing has been sent by registered mail to the applicant or licensee, as the case may be, to his last known address containing details of the grounds for such proposed refusal or revocation and the date, time and place of the hearing.

(3) Notice of the hearing shall be mailed seven clear days before the date thereof and if the applicant or licensee, as the case may be, fails to attend on the date and at the time and place appointed, the hear-

ing may proceed and the Director may make a decision in his absence.

(4) At the hearing, the applicant or licensee, as the case may be, shall be entitled to be represented by counsel or by an agent, and to hear the evidence, to cross-examine, to call witnesses and to present argument. O. Reg. 247/69, s. 4.

5.—(1) Where the Director refuses to issue or renew or revokes a licence to operate a barbering school, an applicant or licensee, as the case may be, may by notice in writing within thirty days of the notice of the decision, appeal the decision of the Director to the Minister or such other person as is designated in writing by the Minister for the purpose.

(2) The Minister or such other person designated by him shall set the date, time and place for the hearing of the appeal, and notice of such hearing shall be sent by registered mail to the person appealing.

(3) If the person appealing fails to attend the hearing of the appeal on the date and at the time and place appointed, the hearing may proceed and a decision may be made in his absence.

(4) At the hearing of the appeal, the person appealing shall be entitled to be represented by counsel or by an agent, and to hear evidence, to cross-examine, to call witnesses and to present argument.

(5) The Minister or such other person designated by him shall hear the evidence and submissions and shall confirm the decision of the Director or order the licence to be issued, renewed or reinstated. O. Reg. 247/69, s. 5.

6.—(1) No holder of a licence to operate a barbering school shall enter into a contract to provide training and instruction with a candidate for enrolment unless the candidate,

- (a) is at least sixteen years of age; and
- (b) has completed Grade 9 in Ontario or has such other academic qualification that, in the opinion of the Director, is equivalent thereto,

and unless the licensee has,

- (c) notified the Director of the proposed enrolment of the candidate and has received confirmation of the Director's approval of the proposed enrolment.



(2) A copy of the executed contract shall be filed by the licensee with the Director and a fee of \$5 shall be paid by the licensee to the Director for registration of the enrolment of the candidate.

(3) No holder of a licence to operate a barbering school shall give training or instruction to a student unless he complies with subsections 1 and 2. O. Reg. 247/69, s. 6.

7.—(1) The period of training and instruction in a barbering school shall be at least 1200 hours unless otherwise specified in writing by the Director.

(2) Subsection 1 does not apply to a holder of a certificate of qualification in the certified trade of barber.

(3) No student in a barbering school shall accept any remuneration for work performed in the school. O. Reg. 247/69, s. 7.

8. A holder of a licence to operate a barbering school shall provide training and instruction in the subjects contained in Schedules 1 and 2 to Regulation 25 of Revised Regulations of Ontario, 1970. O. Reg. 247/69, s. 8.

9. A barbering school shall employ at least one instructor for each ten students enrolled and in attendance at the school. O. Reg. 247/69, s. 9.

10. Every instructor shall,

- (a) be the holder of a certificate of qualification in the certified trade of barber for at least three years; and
- (b) be a graduate of a teacher-training course that is approved by the Director,

and no instructor shall perform any barbering services for a customer of the school except while he is actually demonstrating to a student or accept any remuneration or gratuity from a customer for work performed in the school. O. Reg. 247/69, s. 10.

11. Where the Director so requires, an instructor or student shall furnish, within a reasonable time, a certificate of a legally qualified medical practitioner that the instructor or student is not suffering from any communicable disease. O. Reg. 247/69, s. 11.

12. No sign, placard or other advertising matter shall be used in connection with a barbering school unless it has been approved by the Director. O. Reg. 247/69, s. 12.

13.—(1) The premises of a barbering school shall be identified by a sign visible from the street and where a barbering school and a barber shop are operated on the same premises, they shall be separated by a solid partition reaching from the floor to the ceiling and the school shall have a separate entrance.

(2) The holder of a licence to operate a barbering school shall ensure that the school is properly equipped for teaching trade theory and practice.

(3) Each chair in a barbering school used for the purpose of barbering shall be placed so that the centre of its base is at least,

- (a) 6 feet distant from the centre of the base of any other such chair; and
- (b) 3½ feet distant from any wall or cabinet that is used for instructional purposes. O. Reg. 247/69, s. 13.

14. The premises of a barbering school shall be,

- (a) properly painted or papered;
- (b) properly lighted and ventilated;
- (c) supplied with an ample supply of hot and cold running water;
- (d) supplied with pure drinking water; and
- (e) kept in a clean and sanitary condition,

and the licensee shall ensure that,

- (f) any repairs required to keep the premises in a safe and habitable condition are made; and
- (g) the cause of any effluvia arising from any defective drain or plumbing is removed and the defect is corrected. O. Reg. 247/69, s. 14.

15.—(1) The holder of a licence to operate a barbering school shall ensure that separate washrooms and toilet rooms for male persons and female persons, if any, are provided and the rooms shall,

- (a) be conveniently accessible; and
- (b) have legible signs indicating for which sex the room is provided and be constructed so as to prevent a view of their facilities from outside the room.

(2) The holder of a licence to operate a barbering school shall ensure that,

- (a) a washroom contains one washbasin for each fifteen persons or fraction thereof;
- (b) a toilet room provided for male persons contains not less than one enclosed flush toilet provided with a suitable door and latch and one urinal for each twenty-five male persons or fraction thereof; and

- (c) a toilet room provided for female persons, if any, contains not less than one enclosed flush toilet provided with a suitable door and latch for each fifteen female persons. O. Reg. 247/69, s. 15.

16. Every student in a barbering school shall be given a minimum of one-half hour for lunch. O. Reg. 247/69, s. 16.

17. Customers of a barbering school shall be charged such prices for operations as the Director approves, and a list of such prices shall be prominently displayed. O. Reg. 247/69, s. 17.

18.—(1) No training or instruction shall be given in a barbering school,

(a) on a Saturday or a holiday; and

(b) before 9.00 a.m. or after 6.00 p.m. on any other day.

(2) No weekly period of training and instruction shall exceed a total of forty hours for any student. O. Reg. 247/69, s. 18.

19. Every student and instructor in a barbering school shall wear a clean light-coloured coat or smock of washable material. O. Reg. 247/69, s. 19.

20. Every student and instructor shall thoroughly clean his hands immediately before attending to a customer. O. Reg. 247/69, s. 20.

21.—(1) All combs, clippers, scissors, shaving brushes, blackhead removers, finger bowls, files, pushers, buffers and all massage and scalp applicators and other instruments shall be thoroughly cleansed and sterilized by immersion in boiling water, or in a suitable antiseptic solution, immediately before each use and instruments that cannot be so treated shall not be used.

(2) All hair brushes shall be immersed in a strong antiseptic solution, rinsed in clear water and dried with a clean towel or by heat, before being used on a customer. O. Reg. 247/69, s. 21.

22. For shampooing and shaving purposes, lather shall be made only from powdered or liquid soap or from shaving cream or other preparations contained in non-reusable tubes or pressurized containers and if the lather is prepared in a shaving mug, the mug shall be thoroughly cleansed before each use. O. Reg. 247/69, s. 22.

23.—(1) A clean towel shall be placed on the headrest of every chair used for the purpose of barbering and a fresh, clean towel shall be used for each customer.

(2) A fresh, clean neck band or towel shall be placed around the neck of each customer immediately under the hair cloth.

(3) Each towel or steamer used shall be fresh and clean. O. Reg. 247/69, s. 23.

24. Hair cloths and all other linen used in the barbering school shall be kept clean and freshly laundered. O. Reg. 247/69, s. 24.

25. No caustic or styptic pencil shall be used on a customer and no alum or other astringent shall be applied except in powder or liquid form. O. Reg. 247/69, s. 25.

26. No powder puff or sponge shall be used, but fresh, sterilized cotton wadding shall be used in lieu thereof for each customer. O. Reg. 247/69, s. 26.

27. No barbering shall be performed on a customer where a rash is present on the surface to be treated or the surface is inflamed. O. Reg. 247/69, s. 27.

28. No sink or basin used for domestic purposes shall be used in conjunction with any barbering school. O. Reg. 247/69, s. 28.

29. A room shall be provided to be used for eating purposes and no food shall be consumed in the barbering school in a place other than that room. O. Reg. 247/69, s. 29.

30. No barbering school shall be used for residential purposes. O. Reg. 247/69, s. 30.

### Form 1

#### *The Apprenticeship and Tradesmen's Qualification Act*

#### LICENCE TO OPERATE A BARBERING SCHOOL

Under *The Apprenticeship and Tradesmen's Qualification Act* and the regulations, and subject to the limitations thereof, this licence is issued to

.....  
(name)

of .....

.....  
(address)

to operate a barbering school under the name:

.....

This licence expires with the ..... day of .....,

19....

Dated at Toronto, this ..... day of ....., 19....

.....  
(signature of issuer)

O. Reg. 247/69, Form 1.

Form 2

*The Apprenticeship and Tradesmen's Qualification Act*

APPLICATION FOR LICENCE TO OPERATE  
A BARBERING SCHOOL

To: Director,  
Industrial Training Branch,  
Department of Labour,  
Toronto, Ontario.

.....  
(name)  
.....  
.....  
(address)

hereby makes application for a licence to operate a  
barbering school under the name:

.....  
at .....  
(address of school)

Dated this ..... day of ....., 19....

.....  
(signature of applicant)



## REGULATION 25

### under The Apprenticeship and Tradesmen's Qualification Act

#### BARBERS

#### 1. In this Regulation,

(a) "barber" means a person who,

- (i) cuts or trims hair,
- (ii) tints, bleaches or dyes hair,
- (iii) shampoos hair and scalp,
- (iv) gives hair or scalp treatments or facial massages,
- (v) cleans or dresses artificial hair pieces,
- (vi) shapes, colours or treats eyebrows or eyelashes,
- (vii) curls or waves hair by any means,
- (viii) combs or brushes hair,
- (ix) shaves or trims beards or moustaches, or
- (x) performs any other operation with respect to dressing hair to obtain an intended effect or according to a particular style,

and who holds himself out to the public as a barber;

(b) "certified trade" means the trade of a barber. O. Reg. 248/69, s. 1.

2. The trade of a barber is designated as a certified trade for the purposes of the Act. O. Reg. 248/69, s. 2.

3. No person shall carry on the certified trade in a shop that is represented to the public as a hair-dressing shop. O. Reg. 248/69, s. 3.

4.—(1) An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto, in the subjects contained in Schedule 1; and

- (b) practical training and instruction provided by an employer of the apprentice in the subjects contained in Schedule 2.

(2) An apprentice shall complete three periods of training and instruction of 1500 hours per period. O. Reg. 248/69, s. 4.

5.—(1) A graduate student of a barber school to which Regulation 24 of Revised Regulations of Ontario, 1970 applies shall be issued an interim certificate of qualification in the certified trade upon successfully passing an examination prescribed by the Director in the subjects contained in schedules 1 and 2.

(2) An interim certificate of qualification is valid for a period of twenty-four months from the date on which it is issued, but the certificate may be renewed for such period of time as the Director determines upon the holder passing an examination prescribed by the Director.

(3) An application for an interim certificate of qualification or a renewal thereof shall be made in Form 5 of Regulation 33 of Revised Regulations of Ontario, 1970 and shall be accompanied by a fee of \$5.

(4) The holder of an interim certificate of qualification may apply for a certificate of qualification that may be issued without examination, if he satisfies the Director that he has been employed full-time in the certified trade for a period of not less than twelve months.

(5) No holder of an interim certificate of qualification shall be employed in the certified trade unless at least one holder of a certificate of qualification is employed by the same employer and under whose supervision the holder of an interim certificate of qualification works.

(6) The ratio of holders of interim certificates of qualification to the ratio of holders of certificates of qualification, employed by the same employer, shall not exceed three to one. O. Reg. 248/69, s. 5.

6. No person shall become an apprentice in the certified trade unless he has successfully completed Grade 9 in Ontario or has such other academic qualification that, in the opinion of the Director, is equivalent thereto. O. Reg. 248/69, s. 6.

7. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and

(b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 2 of section 10 of the Act. O. Reg. 248/69, s. 7.

8. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his daily hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 70 per cent during the second period of training and instruction; and

(c) 90 per cent during the third period of training and instruction,

of the average rate of wages or its equivalent for journeymen employed by the employer in the certified trade or, where the employer is the only journeyman employed, of the average rate of wages or its equivalent for journeymen in the area. O. Reg. 248/69, s. 8.

9. The subjects of examination for a certificate of qualification are the subjects contained in Schedules 1 and 2. O. Reg. 248/69, s. 9.

10. A certificate of qualification in the certified trade expires on the 30th day of April in each year. O. Reg. 248/69, s. 10.

Schedule 1

BARBER

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Language and Communication	Composition  Business Writing	Vocabulary of the trade. Grammar, sentence and paragraph structure. Written and oral composition.  Sample business letters; format tone and layout. Report writing.
2	Mathematics (Trade Related)	Arithmetic  Business Mathematics	Addition, subtraction, multiplication, division. Fractions, decimals, percentage, interest and discount.  Fundamental operations. Basic bookkeeping, balance sheets, financial statements. Retailing insurance, taxes, licensing, leases.
3	Chemistry	Basics  Cosmetics	Organic and inorganic chemistry. Matter. Physical and chemical changes. Elements, compounds, mixtures. Properties. Analysis. Synthesis. Acids, bases (alkalis) and salts. pH factor. Chemistry of water; purification, hard and soft water.  Barbering trade pharmaceutical products. Characteristics and application. Physical and chemical classification of powders, solutions, emulsions, ointments, soaps.

Item	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
4	Fundamentals of Barbering	Safety	Safety rules and regulations. Safe operating procedures. First aid. Fire prevention. Use and maintenance of fire fighting equipment. Handling and storage of flammable, poisonous or caustic materials. Use of rubber gloves and protective creams for handling chemicals, tints and bleaches. Safe operation of electrical equipment. Eye protection for light therapy. Care and handling of cutting tools. Good housekeeping.
		Barbering History	Superstitions. Origin. Body beautification. Beard significance. Greek, Roman and English influence. Barber-surgeons. Modern trends.
		Bacteriology	Classification and description of bacteria. Non-pathogenic and pathogenic organisms. Bacterial growth and reproduction, movement, body infection methods, contagion sources. Other infectious agents; viruses, parasites, fungi. Carriers. Control and destruction of bacteria.
		Sterilization and Sanitizing	Importance. Physical agents; use of boiling or steaming, dry heat, ultra-violet rays. Chemical sanitizing agents; antiseptics, disinfectants, vapours (fumigants). Requirements. Applications. Solution types; mixing and usage. Storage of sterilized or sanitized tools and implements.
		Personal Hygiene	Importance of good health. Balanced diet and exercise. Healthy mental outlook, Confidence. Good posture. Combatting fatigue. Personal cleanliness, habits. Appearance; uniform, shoes, speech. Physical examinations.
		Barber Shop Hygiene	Applicable government health regulations. Infectious diseases; customer and barber requirements. Shop interior cleanliness; waste storage and removal. Lighting, heating, plumbing and ventilation requirements. Water requirements. Rest rooms. Shop usage. Correct towel usage and storage. Sanitizing and storage of tools and implements after use. Application and storage of lotions, ointments, creams, powders; use of spatulas and sterile cotton. Elimination of rodents, flies and insects. Restrictions on pets.
		Barber Chair	Characteristics; components, hydraulic action, correct usage. Height and position adjustments, locking position. Children's auxiliary chair.
		Combs	Types and characteristics; materials, sizes. Applications and correct usage. Hair-cutting, wide tooth, handle and all purpose combs. Care and sanitizing procedures.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Brushes	Types and characteristics; materials, bristles, texture. Hair brushes, neck dusters, lather brushes. Correct usage. Sterilization and sanitizing requirements.
		Lather Equipment	Types and characteristics; shaving mugs and latherizers. Care and usage. Sanitizing requirements.
		Comedone Extractors and Tweezers	Types, characteristics. Correct usage. Sterilizing and sanitizing procedures.
		Electric Hair Vacuums and Dryers	Types and characteristics. Care and usage. Sanitizing requirements.
		Shears	Types and characteristics. Hair-cutting and thinning shears. Application, sizes, grinds, and serrations. Care and usage. Sharpening techniques. Correct holding methods, tension, finger and wrist movement. Co-ordination. Sanitizing procedures.
		Clippers	Types and characteristics; component parts. Hand and electric (vibrator and motor types). Hand clipper cleaning, cutter blade changing, adjustment and lubrication. Electric clipper cleaning and lubrication. Detachable and non-detachable cutting heads. Clipper blade sizes. Correct clipper handling and manipulative procedures. Sanitizing requirements.
		Razors	Types and characteristics; straight razor parts, balance, temper, grind, size, style and finish. Detachable blade straight razors. Correct care and razor manipulation. Usage precautions. Sanitizing and storage procedures.
		Hones	Types and characteristics: natural and synthetic. Water, Belgium, Swaty, carborundum hones. Wet and dry honing. Holding the razor; direction, stroking, pressure, bevel. Overhoning and back-honing. Finished edge requirements and testing technique. Safety precautions. Hone care.
		Strops	Types and characteristics; canvas, leather, Russian, horsehide; Russian shell. Breaking-in procedures. Correct stropping techniques. Razor direction, angle, stroking, pressure. Stropped edge requirements and testing technique. Safety precautions. Strop care and use of dressings.
5	Basic Anatomy and Physiology	Cells	Structure, cell growth, reproduction, metabolism, tissues.
		Digestive System	The stomach; digestion process, enzyme action.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Circulatory System	Circulatory (vascular) system; description and function of blood — vascular and lymphatic systems. Arteries and veins of the head, face and neck. The endocrine system.
		Bone Structure (head, face and neck)	Bone composition. Types. Nutrition. Cranial, facial, hyoid and cervical bones. Numbers and function.
		Muscular System	Muscle tissue; voluntary, involuntary and cardiac. Muscle origin, insertion, belly and characteristics. Stimulation methods. Muscles of the head, face and neck.
		Nervous System	Nerves and nerve cells, nerve types. Division of the nervous system. Nerve reflex. Nerve fatigue; stimulation methods. Nerves of the head, face and neck.
		Excretory System	Sudoriferous (sweat) glands and sebaceous (oil) glands.
		Skin and Appendages	Skin health and appearance. Skin thickness. Epidermis and dermis. Subcutaneous tissue. Skin nourishment. Nerves of the skin. Skin elasticity, colour.
		Hair	Composition; hair root and hair shaft. Hair root structure, follicles, distribution, growth, replacement, life and density, colour, greying. Hair analysis; texture, porosity, condition and elasticity.
		Hair, Scalp and Skin Disorders	Definitions and terminology; recognition of infection and contagious skin disorders. Primary and secondary lesions. Dandruff, skin inflammations, alopecia. Contagious disorders; ringworm, scabies. Non-contagious skin disorders.
		High Frequency Treatments	Basic electricity. Conductors, insulators, circuits. Alternating and direct current. Converters and rectifiers. Fuses. Safety precautions. High frequency current application for facial and scalp treatment; Tesla current (violet ray); Physiological effects. Facial and scalp electrodes. Application procedures and safety precautions; direct surface application and indirect application. Treatment duration.
		Light Therapy	Characteristics and properties of ultra-violet, infrared and visible light rays. Therapeutic lamp types; beneficial effects. Precautions in use; danger of burns — distance from patron — exposure duration — use of safety goggles and eye pads.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Massage	Physiological effects and benefits of facial and scalp massage. Basic manipulations; effleurage (stroking), petrissage (kneading), friction (deep rubbing), percussion (tapping, hacking, slapping), vibration. Correct use and application of electrical appliances; vibrators, high-frequency applicators, therapeutic lamps. Electrical equipment usage precautions.
6	Barbershop Practice  <i>Shaving</i>	Shaving Fundamentals	Coverage. Shape of face. Hair texture. Type and grain of beard. Skin sensitivity to razor, lather, hot towels, astringent lotions. Beard infections; recognition and required action. Standing positions.
		Shaving Positions and Strokes	The four standard strokes; free hand, back hand, reverse free hand, reverse back hand positions and strokes. Holding the razor; positions of hands, stroking the razor. When and where to use specific strokes. The fourteen shaving areas.
		Preliminaries	Customer hair cloth and chair adjustments. Sanitizing hands. Placing towel. Lather application. Preparation and application of steam towel. Relathering. Razor preparation.
		Customer Shaving	Conventional shave techniques; second time over. The "once-over" shave; strokes and advantages. Close shaving; strokes and disadvantages. Points to remember. Removal of ingrown hairs. Accidental cuts; use of styptic powders. Completion of shave and final steps; use of creams, lotions, towels, drying, powdering, etc. Possible points of customer criticism.
		Mustache and Beard Trimming	Types and styles. Outlining and shaping. Finishing procedures.
7	Barbershop Practice  <i>Facial Treatments</i>	Preliminaries and Customer Preparation	Analysis of customer's skin condition. Determination of facial type and equipment required. Arrangement of supplies. Linen and towel adjustment. Customer hair protection and chair angle adjustment. Washing hands.
		Customer Facials	Procedures and techniques for plain, vibratory, dry skin, oily skin and acne facials. Clay packs and hot oil masks; commercial face packs and masks. Muscle toning. Massage movements and manipulations. Correct vibrator use and techniques. Use and application of steam towels, creams, lotions, oils, solutions, astringents, tonics, powders. Blackhead removal. Use of dermal lights, infra-red lamps and high frequency (Tesla) current. Customer eye protection. Clean-up procedures. Used towels and waste disposal. Container sealing and storage. Sanitizing implements and hands. Possible points of customer criticism.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
8	Barbershop Practice <i>Haircuts</i>	Haircutting Fundamentals	Basic haircuts; hair trims (close, medium, heavy). Short and semi-short cuts (short pomp, flat top, crew cut, butch, etc.). Modern trends (current styles). Care and handling of tools and implements. Sanitizing requirements. Correct chair heights, proper stance.
		Customer Preparation	Proper seating. Correct use of neck strips, hair cloths and clips, paper and linen towels. Analysis of hair type and condition. Hairline. Head and face contour. Choice of style, tools and procedures.
		Customer Haircutting	Cutting areas. Edging, siding, topping, blending. Clipper technique; tapering, hand positions, correct blade usage. Use of hand clippers. Shear and comb technique; hand positions, manipulation. Shear point tapering. Arching technique, outlining, squaring off side-burns. Hair thinning techniques for regular or thinning (serrated) shears. Finishing; finger and shear technique. Procedures for side and centre part of pompadour. Shaving neck and outlined areas; preparation. Lather application. Razor stroking. Finishing; cleaning, drying, powdering. Final check-up; trimming ear and nose hair and eyebrows. Singeing technique. Possible points of customer criticism.
9	Barbershop Practice <i>Shampoos</i>	Fundamentals	Importance of clean and healthy hair and scalp conditions. Shampoo types, characteristics and application; plain, liquid cream, liquid dry, castile and olive oil, hot oil, egg, tincture of green soap, medicated, non-strip, special shampoos.  Types and characteristics of rinses: water, acid, dandruff and blueing types.
		Preliminaries	Analyzing customer hair and scalp condition. Suitable shampoo selection. Arrangements of towels, supplies, selection of equipment. Customer preparation for inclined or reclined position shampoos.
		Customer Shampooing	Procedures and techniques for all shampoo types. Shampoo application. Scalp massage and manipulations. Rinsing procedures — Use of correct rinse. Drying and finishing. Possible points of customer criticism.
10	Barbershop Practice	Fundamentals	Benefits of scalp massage. Scalp massage procedures: The six positions and massage movements; muscles, nerves and arteries affected. Separate treatment or combined with other treatments.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
	<i>Scalp and Hair Treatments</i>	Scalp Treatments	Treatments and procedures for: normal scalp and hair, dry scalp, oily scalp, dandruff, alopecia. Corrective hair treatments. Scalp steam. Type and application of shampoos, scalp ointments and creams, vegetable oils, astringents, hair tonics. Use and application of vibrators, red dermal lights, infra-red lamps, ultra-violet rays, high frequency (Tesla) current. Safety precautions; eye protection, use of alcohol base hair tonics. Sterilization and sanitizing requirements.
11	Barbershop Management and Professional Ethics	Operations  Conduct	Business organization. Types of ownership. Location selection. Shop equipment. Advertising methods and mediums. Salesmanship. Business law — financial operations. Government regulations applicable to barber shops, barbers, and apprentices.  Ethical conduct; proper conduct and business dealings in relation to employer, customers and co-workers. Punctuality. Avoidance of unethical practices.

O. Reg. 248/69, Sched. 1.

**Schedule 2****BARBER****Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	Fundamentals of Barbering (as detailed in Schedule 1)	Safety  Bacteriology	Safety rules and regulations. Safe operating procedures. First aid treatment. Fire prevention. Handling and storage of flammable, poisonous or caustic materials. Dermatitis prevention. Safe operation of electrical equipment. Care and handling of cutting implements. Good housekeeping.  Recognition and classification of bacteriological infections. Familiarization with body infection methods and contagion sources, control and destruction of bacteria.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Personal Hygiene	Importance of good health. Mental outlook. Posture. Confidence. Personal cleanliness. Appearance. Familiarization with physical examination requirements.
		Barber Shop Hygiene	Familiarization with applicable government health regulations. Infectious diseases; customer and barber requirements. Shop interior cleanliness; waste storage and removal. Lighting, heating, plumbing and ventilation requirements. Water requirements. Rest rooms. Shop usage. Towel usage and storage. Sterilization and sanitizing methods and agents. Sterilization or sanitizing of implements and accessories and storage after use. Application and storage of lotions, ointments, creams and powders.
		Barbershop Equipment, Implements and Accessories	Familiarization with types, characteristics, care and correct usage of: barber chairs, lather equipment, razors, shears, clippers (hand and electric), combs, brushes, comedone extractors and tweezers, electric hair dryers and vacuums, hones and strops.
2	Basic Anatomy and Physiology	Body Systems	Familiarization with characteristics and function of body cells — digestive, excretory, circulatory, muscular and nervous systems — bone structures — skin and appendages — hair, in relation to the head, face and neck.
		Head, Scalp and Skin Disorders	Recognition of infection, contagious and non-contagious disorders. Familiarization with required action or remedial treatment, personal and public health safeguards.
		High Frequency Treatments	High frequency (Tesla) current applications for facial and scalp treatment by direct surface or indirect methods. Familiarization with safety precautions and protective measures.
		Light Therapy	Use of ultra-violet, infra-red rays and dermal lamps. Familiarization with safety precautions and protective measures.
		Massage	Familiarization with basic manipulations and effects. Use and application of electric vibrators, high frequency applicators and therapeutic lamps.
3	Barbershop Practice <i>Shaving</i>	Preliminaries and Customer Preparation	Recognition of beard grain, infections and required action. Skin sensitivity. Customer hair cloth and chair adjustments. Sanitizing hands. Placing towel. Lather application. Preparation and application of steam towel. Relathering. Razor preparation.
		Customer Shaving	Conventional shaves; second time over. "Once over" shaves. Close shaving. Removal of ingrown



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
			hairs. Accidental cut treatment. Completion of shave and final steps; use of creams, lotions, towels; drying, powdering. Finishing service.
		Mustache and Beard Trimming	Familiarization with types and styles. Outlining. Shaping. Finishing.
4	Barbershop Practice  <i>Facial Treatments</i>	Preliminaries and Customer Preparation    Customer Facials	Analyzing customer's skin condition; determination of facial type and equipment required. Arrangement of supplies, linen and towels. Customer hair protection and chair angle adjustment. Sanitizing hands.  Giving facials for plain, vibratory, dry skin, oily skin and acne. Use of clay packs and hot oil masks; commercial face packs and masks. Muscle toning. Massage and manipulations. Vibrator use. Black-head removal. Use of therapeutic lamps and high frequency (Tesla) current. Safety precautions.  Clean up procedures. Sanitizing implements and hands after facials.
5	Barbershop Practice  <i>Haircuts</i>	Preliminaries and Customer Preparation    Customer Haircutting	Hair cloth and chair adjustment. Analyzing customer's hair type and condition; hairline, head and face contour. Choice of style, implements and procedures. Sanitizing hands.  Giving hair trims, short and semi-short cuts, current styles. Edging, siding, topping, blending. Use of hand and electric clippers. Tapering. Shear and comb techniques. Shear point tapering. Arching, outlining, squaring off sideburns. Hair thinning. Finishing; finger and shears technique, shaving neck and outlined areas. Cleaning, drying, powdering. Final check-up; trimming ear and nose hair and eyebrows and singeing (if requested).
6	Barbershop Practice  <i>Shampoos</i>	Preliminaries and Customer Preparation    Customer Shampooing	Analyzing customer's hair and scalp condition. Suitable shampoo selection. Arrangement of towels, supplies, selection of equipment. Customer preparation for inclined or reclined position shampoos.  Giving plain, liquid cream, liquid dry, castile and olive oil, hot oil, egg, tincture of green soap, medicated, non-strip and special shampoos. Shampoo application. Scalp massage and manipulations. Rinsing. Use of correct rinse. Drying and finishing.
7	Barbershop Practice  <i>Scalp and Hair Treatments</i>	Customer Scalp Treatments	Recognition of scalp diseases; familiarization with required action by customer and barber. Giving treatments for normal scalp and hair, dry scalp, oily scalp, dandruff, alopecia. Corrective hair treatments. Scalp steam. Application of shampoos, scalp ointments and creams, vegetable oils, astringents.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
			gents, hair tonics. Scalp massage. Application of vibrators, dermal lights, infra-red lamps, ultra-violet rays, high frequency (Tesla) current. Safety precautions. Sterilization and sanitizing procedures after treatments.
8	Barbershop Management	Responsibilities  Conduct	Familiarization with applicable government regulations and local by-laws. Safe and hygienic shop operation. Salesmanship. Handling routine correspondence. Financial operations; local scales of charges, overheads. Bookkeeping, financial statements. Purchasing supplies and equipment.  Ethical conduct. Developing personality, tolerance, understanding and respect. Maintaining shop harmony. Punctuality.

## REGULATION 26

### under The Apprenticeship and Tradesmen's Qualification Act

#### BRICK AND STONE MASONS

##### 1. In this Regulation,

(a) "brick and stone mason" means a person who,

(i) constructs and erects walls, arches, fire places, chimneys, smoke-stacks and other items that are comprised of brick and stone masonry components, and

(ii) lays fire-brick and other refractory materials in walls and arches in the construction of furnaces, in lining furnaces and retorts, or in enclosing boilers, tanks and heat treating furnaces;

(b) "certified trade" means the trade of brick and stone mason. O. Reg. 529/70, s. 1.

2. The trade of brick and stone mason is designated as a certified trade for the purposes of the Act. O. Reg. 529/70, s. 2.

3. No person shall become an apprentice in the trade unless he has successfully completed Grade 8 or has such other academic qualification that, in the opinion of the Director, is equivalent thereto. O. Reg. 529/70, s. 3.

4. An apprentice training program for the certified trade is established and shall consist of,

(a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto, in the subjects contained in Schedule 1; and

(b) in practical training and instruction provided by the employer of the apprentice in the subjects contained in Schedule 2. O. Reg. 529/70, s. 4.

5. An apprentice shall complete four periods of training and instruction of 1600 hours per period. O. Reg. 529/70, s. 5.

6. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. O. Reg. 529/70, s. 6.

7. Notwithstanding subsection 2 of section 8 of Regulation 33 of Revised Regulations of Ontario, 1970, every hour worked by an apprentice in excess of his regular daily hours of practical training and instruction shall be included in computing the hours spent in training and instruction. O. Reg. 529/70, s. 7.

8. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

(a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every five journeymen employed by that employer in the trade and with whom the apprentice is working; and

(b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional five journeymen employed by that employer in the trade and with whom the apprentice is working. O. Reg. 529/70, s. 8.

9. Sections 8 and 9 and subsections 2, 3 and 4 of section 10 of the Act do not apply to any person who works or is employed in the certified trade. O. Reg. 529/70, s. 9.

10. A certificate of qualification in the certified trade is not required to be renewed. O. Reg. 529/70, s. 10.



## Schedule 1

## BRICK AND STONE MASON

## In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Academic Subjects	General	Architectural drafting, mathematics, English, building science as related to the masonry craft.
		Trade Terminology	Inter-relationships of trade vocabularies.
2	General Trade Practice	Safety	Safety practices in the erection and use of scaffolds, ladders, hoisting and other such equipment. <i>The Construction Safety Act.</i>
		Tools	Identification, care and safe practices in the use of hand and power tools and equipment as related to the trade.
		Mortar	Identification and use of sand, cementitious materials, adhesives, sealants and plasticizers. Colouring, water-proofing and other such additives. Mixing techniques.
		Materials	Origin, manufacture, identification and use of structural tile, brick, refractories, concrete block, manufactured and natural stone, and related insulating materials.
		Bonds	Principles, uses, and types of masonry bonding.
		Gauging and Joints	Layout and use of gauge-rods, modular and non-modular measuring devices. Types of joints.
3	Walls	Planning and Construction	Organization, lay-out, and building of various types of walls, corners, chimneys, fireplaces, arches, piers and reinforced masonry.
4	Walls and Materials	Cleaning and Protection	Absorption, porosity, capillarity of unit masonry. Natural salts and compounds. Hydrochloric acid and caustic soda treatments. Protective coverings.
5	Modular Co-ordination	Identification and Terminology	History of the subject. Need for co-ordination. Details, grids, and units.
6	Quantity Take-off	Calculations	Method of calculating exact amount of modular and non-modular materials, various joint thicknesses and mortar types.

**Schedule 2****BRICK AND STONE MASON****Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Trade Practice	<p>Safety</p> <p>Tools</p> <p>Mortar</p> <p>Materials</p> <p>Bonds</p> <p>Gauging and Joints</p>	<p>Safety practices in the erection and use of scaffolds, ladders, hoisting and other such equipment. <i>The Construction Safety Act.</i></p> <p>Trade terminology: inter-relationships of trade vocabularies.</p> <p>Identification, use and care of hand and power tools and equipment as related to the trade and safety practices pertaining to same.</p> <p>Identification and use of sand, cementitious materials, adhesives, sealants, and plasticizers. Colouring, water-proofing and other such additives, Handling and mixing techniques.</p> <p>Identification, use and handling of structural tile, brick, refractories, concrete block, manufactured and natural stone, and related insulating materials.</p> <p>On site application of masonry principles and the uses of various types of masonry bonds.</p> <p>Layout and use of gauge-rods, modular and non-modular measuring devices. Types of joints.</p>
2	Walls	Construction	Organization, lay-out and building of various types of walls, corners, chimneys, fireplaces, arches, piers and reinforced masonry.
3	Walls and Materials	Cleaning and Protection	Absorption, porosity and capillarity of unit masonry. Natural salts and compounds. Hydrochloric acid and caustic soda treatments. Protective coverings.
4	Modular Co-ordination	Application	On site application. Terminology. Details, grids, and units.
5	Quantity Take-off	Practical Calculations	Method of calculating exact amount of modular and non-modular materials, various joint thicknesses and mortar types.

## REGULATION 27

### under The Apprenticeship and Tradesmen's Qualification Act

#### CARPENTERS

#### 1. In this Regulation,

- (a) "carpenter" means a person who does the woodwork in the erection, alteration or repair of structures, including,
- (i) the building and erecting of forms for concrete,
  - (ii) the erecting of scaffolds, runways, and hoisting towers,
  - (iii) the erecting of partitions,
  - (iv) the placing of door frames and window frames,
  - (v) the placing of joists, nailing-strips and sleepers,
  - (vi) the laying of floors,
  - (vii) the preparing of walls and ceilings for plastering,
  - (viii) the making and placing of door jambs,
  - (ix) the fitting and fixing of architraves and mouldings,
  - (x) the cleaning and sanding for interior finish,
  - (xi) the checking of all work with plumb-level and square and ensuring proper alignment,
  - (xii) the making, placing and erecting of interior fixtures, kitchen cupboards and bathroom cupboards,
  - (xiii) the preparing and erecting of panels,
  - (xiv) the laying out and erecting of stairs and hand rails,
  - (xv) the fitting and placing of hardware on doors, door jambs and windows,
  - (xvi) the fitting of doors, windows and fixtures and the placing of hinges thereon,
  - (xvii) the weatherproofing of outside walls, and
  - (xviii) the shingling of roofs,

but does not include a lather or cabinet-maker;

- (b) "trade" means the trade of a carpenter.  
O. Reg. 270/64, s. 1.

2. An apprentice training program in the trade is established and shall consist of four periods of training and instruction of 1800 hours each,

- (a) at full-time educational day classes provided at a College of Applied Arts and Technology in the courses contained in Schedule 1; and
- (b) in practical training and instruction provided by an employer of the apprentice in the courses contained in Schedule 2.  
O. Reg. 270/64, s. 2.

3. The rate of wages for an apprentice in the trade whether for his regular daily hours or for hours in excess of his regular daily hours shall be not less than,

- (a) 40 per cent during the first period of training and instruction;
- (b) 50 per cent during the second period of training and instruction;
- (c) 60 per cent during the third period of training and instruction; and
- (d) 80 per cent during the fourth period of training and instruction,

of the rate of wages or its equivalent for a journeyman employed by the same employer in the trade and with whom the apprentice is working. O. Reg. 270/64, s. 3.

4. The subjects of examination for an apprentice are the subjects set out in column 1 of Schedules 1 and 2. O. Reg. 270/64, s. 4.

5. The number of apprentices who may be employed by an employer in the trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each five journeymen employed by the employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional five journeymen employed by the employer in the trade and with whom the apprentice is working. O. Reg. 270/64, s. 5.



## Schedule 1

## CARPENTER

## In School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Subject Matter	Instruction In	Skills For Apprentices
1	Tools	<p>Safety precautions, and care when using tools. Using the proper tool.</p> <p>Classification of tools:</p> <p>(a) edge tools, cutting tools;</p> <p>(b) marking tools, measuring tools and layout tools;</p> <p>(c) assembly tools; and</p> <p>(d) accessory tools.</p> <p>Capabilities and limitations of tools.</p> <p>Methods of grinding and whetting tools.</p> <p>Saw sharpening.</p>	Angles to grind on edges for different tools.
2	Use of tools	<p>(1) True up wood to size; face marks and edge marks. Use of plane gauge, winding batterns, square, rule, and pencil.</p> <p>(2) Squaring ends of wood; explanation of the cutting action and the proper angle for cutting with a cross-cut saw.</p> <p>Use of try-square.</p> <p>(3) Use of rip saw.</p>	Use of face and edge marks. Type of plane to use. Proper angle at which to hold and use saws.
3	Joints; framing and making	<p>Half-lap joint. Centre-lap joint. Half-lap dovetailed joint. Open dovetailed joint. Through-mortice joint and through-tenon joint. Blind-mortice joint and blind-tenon joint. Bareface-tenon joint. Mitre joint. Dowel joint. Where these joints are used in carpentry.</p>	How to lay out joints. How to make these joints. How to make a tool box.
4	Other joints	<p>Square-edge joints. Dowel joints. Rabbit joint or ship-lap joint. Plough-and-feather joint. Where these joints are used in carpentry.</p>	How to make these joints.
5	Wall construction	<p>Lay-out and position of studs. Marking out with steel square.</p>	

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Subject Matter	Instruction In	Skills For Apprentices
6	Cutting and erecting	Methods of cutting: (a) a correct length; and (b) squaring. Nailing, erection, and bracing.	How to make a cutting-box. Where to place nails. Method of raising. Placing studs on corners for lath.
7	Lumber	Classification. Growth. Defects. Sizes.	Kinds and sizes of lumber for different uses.
8	Steel square	Explanation of various markings on a steel square. How bevel cuts are obtained by use of a steel square. Use of steel square to determine the length and bevel cuts of rafters. Use of steel square for marking mitres, obtaining brace lengths, and squaring areas.	
9	Subjects related to carpentry	Blueprint reading. Mathematics. English.	
10	Other topics	Fitting and hanging basement sash. Double tenon with haunch. Scarf-joints and the different types thereof. Making fish-plates. Making sash and assembling; using lay-out rod; clamps; wedging; gluing; cleaning. How to mitre the risers of veranda stairs. Lay-out, cutting and erection of veranda stairs.	Where a double tenon with haunch is used. Length of bevel of a scarf-joint.  How to lay out and erect stairs.
11	Cutting and erecting	Placing headers over door openings and window openings. Cutting and erecting sheeting, siding, corner-boards and bevel-ends.	Relative strengths of various sized headers and materials. Diagonal or horizontal placing of nails. Levelling around structure for the siding.
12	Laying out and making arches	Laying out, cutting and erecting arches.	Laying out various arches.
13	Making carpenters' saw-horses	Lay-out by steel square, and then cut and assemble.	Use of steel square.
14	Related subjects	Blueprint reading. Mathematics. English.	
15	Stairs, newel-posts and handrail	The lay-out, building and erection of stairs, newel-posts and handrails.	How to lay out, build and erect stairs, newel-posts and handrails.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Subject Matter	Instruction In	Skills For Apprentices
16	Inside partitions	Cutting and erecting plates and studs. Framing door openings. Girts. Spacing. Bridging. Temporary braces. Diagonal bracing. Strapping walls. Plugging brick walls.	Dimensions for openings. Lay out inside partitions from plane. Methods of doubling studs. Knowledge of centres, nailing methods, and making plugs. How to use a plugging tool.
17	Roughing-in frame construction	<p>(1) Cutting, placing, levelling, and bedding of sills. Marking and boring sills for bolts.</p> <p>(2) Making and setting wood girders.</p> <p>(3) Cutting and setting joists. Keeping up the crowned edge of joists. Where and why fire-cuts are made. Spacing and nailing joists. Cutting and placing trimmers, doublers, and bridging. Setting stirrups and anchors.</p> <p>(4) Studding. Cutting, erecting, and spacing studding. Methods of constructing corners. Top plates and bottom plates. Preparation for openings.</p> <p>(5) Nailing rough horizontal, and diagonal sheeting.</p> <p>(6) Erecting scaffolds for various loads. Scaffold materials; sills, legs, headers, ledgers, scabs, horizontal and diagonal bracing, and planking. Safety measures in erecting scaffolds.</p> <p>(7) Cutting, setting and sheeting roof rafters.</p> <p>(8) Shingling. Types of shingles. Cutting for valleys. Cutting for hips. Correct nailing and size of nails. Caps for ridge and hips. Flashing for valleys. Gutter material. Correct lapping and spacing of shingles.</p>	<p>Quality and quantity of materials. Formula for squaring corners. Knowledge of external finishes. Method of laying out joists. Where to double-joist. Laying out trimmers.</p> <p>Correct size of nails and the spacing thereof. Where to place bracing. Method of diagonal bracing. Position of headers to obtain maximum strength.</p> <p>Relative strength of horizontal and diagonal sheeting. Correct size of nails, and the spacing thereof. When to place scabs under ledgers. Safe materials for planking.</p> <p>Lay out of rafters by use of steel-square. Method of raising rafters. Length and type of nails used in shingling. Where to place nails. Placing and use of toe-boards.</p>
18	Construction	Boring the bottom of wood columns to insert dowels. Cutting, sizing, and setting corbeils. Cutting, squaring, hoisting, setting, and bolting of beams. Types of flooring: loose-tongue, tongued and grooved, and laminated. Reason for spacing the joints of flooring.	<p>Cutting, sizing and setting corbeils. Materials for corbeils.</p> <p>Where to place nails.</p>
19	Exterior finish	Setting window frames. Setting door frames. Use of storey-rod. Placing and cutting tongued and grooved siding. Placing and cutting bevel siding. Placing and cutting asbestos siding. Placing and cutting corner-boards.	



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Subject Matter	Instruction In	Skills For Apprentices
		Placing, cutting and mitring corners. Window trim and door trim; placing paper over rough sheeting and under door trim and window trim. Cutting and placing of barge-boards; soffits, faciae, bed-moulds, dentil blocks, and flashings. Fitting and placing hardware.	Knowing different types of paper. Use of mitre box. Types of nails.  Where to place flashings.
20	Interior trim	(1) Preparing, erecting and fixing of trim; proper methods of setting door jambs. (2) Cutting and setting base blocks and casings; preparing and placing heads; coping of stiles to heads; cutting and scribing back bands; nailing. (3) Trimming windows: preparing, cutting and scribing of stools. Nailing; preparing and cutting of aprons, back bands and casings. (4) Laying base boards: cutting, fitting, mitring. Coping, and scribing to floor. Joints used in laying base boards: butt, tongue, and coped. (5) Preparing, cutting and placing picture rails and wood cornices. (6) Cutting, nailing, mitring and coping of mouldings. (7) Fitting doors to jambs, heads, and floors; hanging of doors and placing hinges. (8) Fitting window sashes: casement; double hung. Cords, weights and spring balances on double hung window sashes.	Knowledge and method of nailing all interior trim. Setting door jambs.  Method of obtaining bevel cuts.  Use of mitre box in laying base boards.  How to place mouldings in a mitre box. Necessary allowance for cutting mouldings. Knowledge of how and when to bevel edges of doors. Setting a butt-gauge. Spacing of door hinges. Knowledge of how to compute the required length of cords. Tying cord to weights; fastening cord to sash; fastening spring balances to frame and sash.

**Schedule 2****CARPENTER****Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Subject Matter	Instruction In	Skills For Apprentices
1	Tools	<p>Safety precautions, and care when using tools. Using the proper tool.</p> <p>Classification of tools:</p> <p>(a) edge tools, cutting tools;</p> <p>(b) marking tools, measuring tools and layout tools;</p> <p>(c) assembly tools; and</p> <p>(d) accessory tools.</p> <p>Capabilities and limitations of tools. Method of grinding and whetting tools. Saw sharpening.</p>	Angles to grind on edges for different tools.
2	Use of tools	<p>(1) True up wood to size; face marks and edge marks. Use of plane gauge, winding batterns, square, rule and pencil.</p> <p>(2) Squaring ends of wood; explanation of the cutting action and the proper angle for cutting with a cross-cut saw. Use of try-square.</p> <p>(3) Use of rip saw.</p>	Use of face marks and edge marks. Type of plane to use. Proper angle at which to hold and use saws.
3	Wall construction	Lay-out and position of studs. Marking out with steel square.	
4	Cutting and erecting	<p>Methods of cutting:</p> <p>(a) a correct length; and</p> <p>(b) squaring.</p> <p>Nailing, erection, and bracing</p>	How to make a cutting-box. Where to place nails. Method of raising. Placing studs on corners for lath.
5	Lumber	Classification. Growth. Defects. Sizes.	Kinds and sizes of lumber for different uses.
6	Steel square	Explanation of various markings on a steel square. How bevel cuts are obtained by use of a steel square. Use of steel square to determine the length and bevel cuts of rafters. Use of steel square for marking mitres, obtaining brace lengths, and squaring areas.	

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Subject Matter	Instruction In	Skills For Apprentices
7	Subjects related to carpentry.	Blueprint reading.	
8	Other topics	Fitting and hanging basement sash. Double tenon with haunch. Scarf-joints and the different types thereof. Making fish-plates. How to mitre the risers of veranda stairs. Lay out, cutting and erection of veranda stairs.	How to lay out and erect stairs.
9	Cutting and erecting	Placing headers over door openings and window openings. Cutting and erecting sheeting, siding, corner-boards and bevel-ends.	Relative strengths of various sized headers and materials. Diagonal or horizontal placing of nails. Levelling around structure for the siding.
10	Laying out and making arches.	Laying out, cutting and erecting arches.	Laying out various arches.
11	Making carpenters' saw-horses.	Lay-out by steel square, and then cut and assemble.	Use of steel square.
12	Stairs, newel-posts and handrail	The lay-out, building and erection of stairs, newel-posts and handrails.	How to lay out, build and erect stairs, newel-posts and handrails.
13	Inside partitions	Cutting and erecting plates and studs. Framing door openings. Girts. Spacing. Bridging. Temporary braces. Diagonal bracing. Strapping walls. Plugging brick walls.	Dimensions for openings. Lay out inside partitions from plane. Methods of doubling studs. Knowledge of centres, nailing methods, and making plugs. How to use a plugging tool.
14	Roughing-in frame construction	(1) Cutting, placing, levelling, and bedding of sills. Marking and boring sills for bolts. (2) Making and setting wood girders. (3) Cutting and setting joists. Keeping up the crowned edge of joists. Where and why fire-cuts are made. Spacing and nailing joists. Cutting and placing trimmers, doublers, and bridging. Setting stirrups and anchors. (4) Studding. Cutting, erecting, and spacing studding. Methods of constructing corners. Top plates and bottom plates. Preparation for openings.	Quality and quantity of materials. Formula for squaring corners. Knowledge of external finishes. Method of laying out joists. Where to double-joist. Laying out trimmers.  Correct size of nails and the spacing thereof. Where to place bracing. Position of headers to obtain maximum strength. Method of diagonal bracing.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Subject Matter	Instruction In	Skills For Apprentices
		<p>(5) Nailing rough horizontal, and diagonal sheeting.</p> <p>(6) Erecting scaffolds for various loads. Scaffold materials; sills, legs, headers, ledgers, scabs, horizontal and diagonal bracing, and planking. Safety measures in erecting scaffolds.</p> <p>(7) Cutting, setting and sheeting roof rafters.</p> <p>(8) Shingling. Types of shingles. Cutting for valleys. Cutting for hips. Correct nailing and size of nails. Caps for ridge and hips. Flashing for valleys. Gutter material. Correct lapping and spacing of shingles.</p>	<p>Relative strength of horizontal and diagonal sheeting. Correct size of nails and the spacing thereof. When to place scabs under ledgers. Safe materials for planking.</p> <p>Lay out of rafters by use of steel square. Method of raising rafters. Length and type of nails used in shingling. Where to place nails. Placing and use of toe-boards.</p>
15	Construction	<p>Boring the bottom of wood columns to insert dowels. Cutting, sizing, and setting corbeils. Cutting, squaring, hoisting, setting, and bolting of beams. Types of flooring: loose-tongue, tongued and grooved, and laminated. Reason for spacing the joints of flooring.</p>	<p>Cutting, sizing and setting corbeils. Materials for corbeils.</p> <p>Where to place nails.</p>
16	Exterior finish	<p>Setting window frames. Setting door frames. Use of storey-rod. Placing and cutting tongued and grooved siding. Placing and cutting bevel siding. Placing and cutting asbestos siding. Placing and cutting corner-boards. Placing, cutting, and mitring corners. Window trim and door trim; placing paper over rough sheeting and under door trim and window trim. Cutting and placing of barge-boards: soffits, faciae, bedmoulds, dentil blocks, and flashings. Fitting and placing hardware.</p>	<p>Knowing different types of paper. Use of mitre box. Types of nails.</p> <p>Where to place flashings.</p>
17	Interior trim	<p>(1) Preparing, erecting and fixing of trim; proper methods of setting door jambs.</p> <p>(2) Cutting and setting base blocks and casings; preparing and placing heads; coping of stiles to heads; cutting and scribing back bands; nailing.</p> <p>(3) Trimming windows: preparing, cutting and scribing of stools. Nailing; preparing and cutting of aprons; back bands and casings.</p> <p>(4) Laying base boards: cutting, fitting, mitring. Coping, and scribing to floor. Joints used in laying base boards: butt, tongue, and coped.</p> <p>(5) Preparing, cutting and placing picture rails and wood cornices.</p>	<p>Knowledge and method of nailing all interior trim. Setting door jambs.</p> <p>Method of obtaining bevel cuts.</p> <p>Use of mitre box in laying base boards.</p> <p>How to place mouldings in a mitre box.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Subject Matter	Instruction In	Skills For Apprentices
		(6) Cutting, nailing, mitring and cop-in of mouldings. (7) Fitting doors to jambs, heads, and floors; hanging of doors and placing hinges. (8) Fitting window sashes: casement; double hung. Cords, weights and spring balances on double hung window sashes.	Necessary allowance for cutting mouldings. Knowledge of how and when to bevel edges of doors. Setting a butt-gauge. Spacing of door hinges. Knowledge of how to compute the required length of cords. Tying cord to weights; fastening cord to sash; fastening spring-balances to frame and sash.

O. Reg. 270/64, Sched. 2.

## REGULATION 28

### under The Apprenticeship and Tradesmen's Qualification Act

#### CEMENT MASONS

##### 1. In this Regulation,

- (a) "cement mason" means a person who,
- (i) does concrete finishing by hand or with mechanical equipment, including the application of curing and surface treatments,
  - (ii) does all phases of waterproofing and restoration of concrete,
  - (iii) does rubbing-up and repairing of hardened concrete surfaces,
  - (iv) places and finishes epoxy, plastic and other composition materials, and
  - (v) finishes and exposes aggregate in precast and architectural concrete.
- (b) "certified trade" means the trade of cement mason. O. Reg. 199/67, s. 1.

2. The trade of cement mason is designated as a certified trade for the purpose of the Act. O. Reg. 199/67, s. 2.

3. No person shall become an apprentice in the certified trade unless he has Grade 8 standing or, in the opinion of the Director, has equivalent academic qualifications. O. Reg. 199/67, s. 3.

4.—(1) An apprentice training program is established for the certified trade and shall consist of three periods of training and instruction of 2000 hours each,

- (a) at full-time educational day classes provided at a College of Applied Arts and Technology in the subjects contained in Schedule 1; and
- (b) in practical training and instruction provided by the employers of the apprentice in the occupational skills contained in Schedule 2.

(2) The total hours of related training and work experience shall be assigned as shown in Schedule 1 and Schedule 2. O. Reg. 199/67, s. 4, *revised*.

5. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or hours in excess of his regular daily hours shall be not less than,

- (a) 60 per cent for the first period of training and instruction;
- (b) 75 per cent for the second period of training and instruction; and
- (c) 90 per cent for the third period of training and instruction,

of the rate of wages or its equivalent for a journeyman employed by the same employer in the trade and with whom the apprentice is working. O. Reg. 199/67, s. 5.

6. The number of apprentices who may be employed by an employer in the trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus one additional apprentice for every four journeymen employed by the employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus one additional apprentice for each additional four journeymen employed by the employer in the trade and with whom the apprentice is working. O. Reg. 199/67, s. 6.

7.—(1) Notwithstanding subsection 2 of section 8 of Regulation 33 of Revised Regulations of Ontario, 1970, every hour worked by an apprentice in excess of his regular daily hours of practical training and instruction shall be included in computing the hours spent in training and instruction.

(2) A progress record book shall be issued by the Department of Labour to each apprentice for the purpose of recording work experience and related training time and the apprentice shall be responsible for the safe-keeping of this progress record book. O. Reg. 199/67, s. 7.

8. A contract of apprenticeship shall be entered into by every apprentice with the local apprenticeship committee for the trade established under the Act in the area in which his apprenticeship originates and the apprentice shall be responsible for preparing the reports of his work experience and instruction as prescribed in his progress record book for submission to the local apprenticeship committee. O. Reg. 199/67, s. 8.



9. The local apprenticeship committee shall be responsible for periodic review of the progress of each apprentice and for ensuring that the apprentice obtains the range of work experience and related training as prescribed in this Regulation. O. Reg. 199/67, s. 9.

10. The subjects of examination for an apprentice in the certified trade are the subjects set out in column 1 of schedules 1 and 2. O. Reg. 199/67, s. 10.

11. Any person who is engaged in the certified trade is exempt from subsections 2 and 4 of section 10 of the Act. O. Reg. 199/67, s. 11.

12. A holder of a certificate of qualification in the certified trade of cement mason is exempt from the provisions of sections 21 and 22 of Regulation 33 of Revised Regulations of Ontario, 1970. O. Reg. 199/67, s. 12.

### Schedule 1

#### CEMENT MASONS

#### In-School Training

ITEM	COLUMN 1	COLUMN 2
	Subject	Instruction to be Given
		Total Hours 636
1	Mathematics	Arithmetical processes; lines, angles, areas, volumes, fractions, decimals, ratio, proportion, weights and measures, solution of formulae, equations and problems related to cement masonry work.
2	Science	Physical and chemical properties and characteristics of materials, coarse and fine aggregates, cements, plastics, admixtures, mastics, surface hardeners and treatments, joint fillers, waterproofings; fundamentals of quality concrete; sampling, testing and evaluation of test results.
3	Drafting	Blueprint reading, sketching and fundamentals of architectural drawings.
4	Trade Theory	Layout and concrete construction, slab on grade and suspended; walls, roofs, bases, stairs, pavements, sidewalks, curbs, gutters, tanks, waterproofing, pointing and caulking, uses of composition materials and decorative applications. Shotcreting methods, pressure grouting methods. Characteristics, care and use of trade tools and equipment.
5	Industrial Economics	As related to the preparation, application, repair and maintenance; estimating from construction drawings and specifications; job organization and supervision.
6	Safety and Building Codes	<i>The Construction Safety Act</i> Building codes relevant to the trade, safe practices.

Schedule 2

CEMENT MASONS

Work Instruction and Experience

ITEM	COLUMN 1	COLUMN 2
	Occupational Skills	Instruction to be Given
1	CONCRETE FINISHING	Total Hours 1750
	Job Layout and Planning	Checking granular base. Checking formwork. Checking or setting of formwork, screeds, bulkheads. Checking location of steel reinforcing and mesh. Checking location of fastening devices. Preparation of concrete base to receive mono or separate toppings. Checking levels, heating facilities and temporary lighting. Ordering materials.
	Mixing, Placing, Curing and Protecting	Evaluating mix specifications. Mixing concrete. Placing concrete. Mixing and application of coloured hardeners. Mixing and application of metallic and non-metallic surface hardeners. Application of curing and sealing compounds. Placing and finishing concrete base. Sampling and testing of concrete for quality control.
	Finishing Concrete	Hand finishing using straight edge, darby, hand float, hand trowel. Edging and jointing. Power floating. Power trowelling. Power screeding. Power chipping and grinding. Sand blasting. Acid etching. Exposed aggregate finishing. Texturing and patterning exposed concrete with various form lining materials. Broom, burlap and belt finishing using portable and mobile power grinder. Using portable and mobile saws for cutting concrete. Using scarifying machines. Using power operated routers. Making construction and expansion joints. Maintenance of equipment.
	Safety Requirements	<i>The Construction Safety Act</i> Safe practices of the trade.
2	WATERPROOFING, DAMP PROOFING AND RESTORATION	Total Hours 1214
	Preparation	Removal of wires, wall ties, bolts, and foreign material, lime, form oils from concrete walls and floors. Tracing sources of leakage. Preparation and application of hot plugs. Temporary form work, screeds and scaffolding. Removal of toppings and mortars on floors, walls or other surfaces and scarifying to receive new materials. Removal and reinstallation of bleed and drain system for water-proofing purposes. Preparation of walls, floors and other surfaces. Routing and raking of joints to receive grouting or pointing materials. Preparation of waterproofing materials.

ITEM	COLUMN 1	COLUMN 2
	Occupational Skills	Instruction to be Given
	<p>Application</p> <p>Safety Requirements</p>	<p>Membrane materials. Metallic waterproofing. Topping materials. Asphalt and other bituminous coatings, hot or cold, including reinforcing membrane and protective surface coatings. Clear and opaque weatherproofing and water repellent material on concrete or masonry. Waterproofing and weatherproofing material by hand, pneumatic or mechanical means. Use of hot and cold joint sealants. Care and use of shotcreting methods and equipment. Care and use of pressure grouting methods and equipment.</p> <p><i>The Construction Safety Act</i> Safe practices of the trade.</p>
3	<p>RUBBING-UP</p> <p>Job Planning</p> <p>Installation of Scaffolding</p> <p>Field Practices</p> <p>Safety Requirements</p>	<p>Total Hours 1350</p> <p>Examination of surfaces. Ordering and selection of materials.</p> <p>Hanging scaffolding. Sheave blocks and tackle. Barricades. Rigid scaffolding.</p> <p>Mixing of cement mortar. Preparation of surfaces to receive cement-base materials, including removal of form ties, nails and wires. Chipping, cleaning of foreign materials. Patching, pointing and caulking. Grinding. Brushing. Rubbing. Bush hammering. Power chipping and grinding. Sand blasting. Acid etching. Grouting and dry packing. Patching exposed aggregate surfaces. Curing and washing. Care and use of shotcreting methods and equipment. Care and use of pressure grouting methods and equipment.</p> <p><i>The Construction Safety Act</i> Safety practices of the trade.</p>
4	<p>ARCHITECTURAL PRECAST AND CAST IN SITU CONCRETE</p> <p>Preparation and Finishing</p> <p>Installation</p> <p>Safety Requirements</p>	<p>Total Hours 350</p> <p>Selection of materials. Screeding and finishing. Broadcasting of decorative chips in exposed concrete. Application and stripping of surface retardants. Bush hammering. Acid etching. Repairing of damaged precast concrete components.</p> <p>Cleaning and trimming. Mixing grouting materials. Placing precast sections. Grouting. Pointing. Caulking. Cleaning.</p> <p><i>The Construction Safety Act</i> Safety practices of the trade.</p>
5	<p>COMPOSITION MATERIALS</p> <p>Job Planning</p>	<p>Total Hours 700</p> <p>Examination of surfaces. Ordering of materials. Establishing areas, lines and levels.</p>



ITEM	COLUMN 1	COLUMN 2
	Occupational Skills	Instruction to be Given
	Preparation	Masking and protection. Preparation of existing or new surfaces to receive materials. Heating of materials. Mixing hot asphalt.
	Application	Screeding and trowelling. Hot asphalt. Cold mastic. Magnesium oxychloride flooring. Plastic flooring, polyester, epoxy, polyurethane and rubber based. Finishing of hot asphalt, cold mastic and composition materials.
	Safety Requirements	<i>The Construction Safety Act</i> Safety practices of the trade.

O. Reg. 199/67, Sched. 2.

## REGULATION 29

### under The Apprenticeship and Tradesmen's Qualification Act

#### CHEFS

#### 1. In this Regulation,

- (a) "certified trade" means the trade of chef;
- (b) "chef" means a person who,
  - (i) prepares, seasons and cooks, according to recipe, soups, meats, fish, poultry, vegetables and desserts,
  - (ii) prepares salads and appropriate sauces and gravies for foods,
  - (iii) selects and develops recipes and plans menus,
  - (iv) has a working knowledge of meat cutting, baking, and pastry cooking and other culinary skills,
  - (v) supervises, co-ordinates, and participates in activities of cooks and other kitchen personnel engaged in preparing and cooking foods in hotels, restaurants, cafeterias or other establishments, and
  - (vi) estimates food consumption, requisitions or purchases food-stuffs, and receives and checks food-stuffs and supplies for quality and quantity.

2. The trade of chef is designated as a certified trade for the purposes of the Act. O. Reg. 166/69, s. 2.

3.—(1) An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto, in the subjects contained in Schedule 1; and
- (b) practical training and instruction provided by the employer of the apprentice in the subjects contained in Schedule 2.

(2) An apprentice shall complete three periods of training and instruction of 2000 hours per period. O. Reg. 166/69, s. 3.

4.—(1) A graduate of an approved course in cooking conducted at a College of Applied Arts and Technology may be enrolled as an apprentice and upon enrolment shall complete two periods of training and instruction and may be excused from all or part of the training and instruction referred to in clause a of subsection 1 of section 3.

(2) A person who has two or more years experience in the trade of cook may be enrolled as an apprentice and upon enrolment shall be granted such hourly credits and may be excused from all or part of the training and instruction referred to in clause a of subsection 1 of section 3, as the Director determines. O. Reg. 166/69, s. 4.

5. The hourly rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 65 per cent during the second period of training and instruction; and
- (c) 80 per cent during the third period of training and instruction,

of the average hourly rate of wages for journeymen employed by the employer in that trade or, where the employer is the only journeyman, of the average hourly rate of wages for journeymen in the area. O. Reg. 166/69, s. 5.

6. The subjects of examination for a certificate of qualification are the subjects contained in schedules 1 and 2. O. Reg. 166/69, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the certified trade, one apprentice plus an additional apprentice for every two journeymen employed by the employer in the certified trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the certified trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for every additional two journeymen employed by the employer in the certified trade and with whom the apprentice is working. O. Reg. 166/69, s. 7.

8. Sections 8 and 9 and subsections 2 and 4 of section 10 of the Act do not apply to any person who works or is employed in the certified trade. O. Reg. 166/69, s. 8.

9. A certificate of qualification in the certified trade is not required to be renewed. O. Reg. 166/69, s. 9.

### Schedule 1

#### CHEF

#### In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Language and Communication	Composition	Vocabulary of the trade. Grammar, sentence and paragraph structure. Oral composition.
		Business Writing	Sample business letters; format, tone and lay-out. Report writing.
2.	Mathematics (Trade Related)	Arithmetic	Addition, subtraction, multiplication and division. Fractions, decimals, percentage, interest, discounts. Ratio and proportion. Units of capacity and weight.
		Business Mathematics	Basic bookkeeping—purchase orders, requisitions, double entry cash book, ledger accounts. Profit and loss record. Balance sheets, financial statements, costing, retailing, contracts and credit. Basic records of the catering trade.
3	General Kitchen Practices	Safety	Safety rules and regulations. Accident prevention. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Safe use of cooking equipment. Safe operation of machinery and electrical equipment. Care and handling of cutting tools. Good housekeeping.
		Hand Tools	Types, care and use of knives, saws, cleavers; sharpening and grinding techniques. Use and maintenance of chopping blocks and cutting boards.  Types, care and use of peelers, scrapers, whips, spatulas, ladles, scoops, cutters, tongs, shears, kitchen forks, turners, palette knives, can openers, thermometers. Piping bags and tubes, rolling pins, pastry boards and tables.
		Kitchen Utensils	Types, characteristics and correct usage; pots, pans, trays, bowls, grill toasters, skimmers, ladles, strainers, measures, colanders, coffee and tea making equipment. Heat conductivity.
		Power Tools and Equipment	Types, safe operation and maintenance of power saws, slicers, grinding — peeling — chopping — mixing — blending — straining and tenderizing equipment. Dishwashing machines. Waste disposal units.  Use of tool grinders; grinding wheels; types and grades, grinding cutting tools.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		<p>Kitchen Ranges and Ovens</p> <p>Steamer Kettles, Pressure Cookers and Tables</p> <p>Fryers</p> <p>Grills, Barbecues, Broilers, Griddles and Rotisseries</p> <p>Refrigeration Equipment</p> <p>Sanitation and Hygiene</p>	<p>Types, sizes and capacity. Safe operation and maintenance. Draught and temperature controls. Heat conservation. Starting and shutdown procedures.</p> <p>Types and characteristics. Steamer operation, usage and pressure control. Food table utilization. Safety factors. Main steam valve operation (steam-heated bain-marie). Control switch and thermostat use (electric models). Shutdown procedures. Container and cover serviceability.</p> <p>Types, construction features, and capacities, safe operation and maintenance; thermostatic controls. Fat filters, strainers. Ventilation requirements. Fire prevention.</p> <p>Types, heating methods, safe operation and maintenance. Salamander types and function.</p> <p>Types, characteristics and operation of refrigerators and deep freeze units. Ice cube machines. Temperature controls. Desirable food temperatures. Defrosting methods. Condensation problems and prevention. Use of food storage wrappings and containers. Refrigerated food arrangement; air circulation requirements.</p> <p>Importance of personal and kitchen hygiene. Public Health Regulations for Food Premises. Inspections. Bacterial food poisoning; conditions for growth, preventive measures. Use of cleaning agents, detergents and disinfectants. Pest and rodent control methods; safe use of pesticides and fungicides. Waste disposal.</p> <p>Dishes, flatware and glasses; care and usage. Hand and machine dish-washing methods. Dishes; destaining, condemning. Handling, stacking and storage procedures.</p> <p>Hands tools, utensils and equipment; construction metals and materials, effects of scraping and abrasives, reaction to cleaning agents. Sanitary cleaning and sterilizing methods. Rinsing, drying, storage procedures. Mechanical cleaning of utensils. Cleaning electrical equipment. Standard refrigeration sanitation techniques.</p>
4	Theory of Food	Nutrition	<p>Composition of foods. Nutrient values and retention. Correct cooking methods, times, temperatures. Thermometer use. Food preservation methods and holding limits. Food preparation techniques. Canada Food Rules.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Basic Cooking Methods	Methods and procedures for dry and moist heat cooking and methods of application. Specialized cooking equipment: micro-wave, infra-red, high pressure steam.
		Culinary Basics, Stocks and Sauces	Preparation of basic stocks and sauces; utilization. Structure of soups.
		Coffee Making	Types of coffee. Ground coffee storage. Urn bags and filters. Water/coffee proportions. Temperature requirements. Batch frequency and urn cleaning. Brewing time. Coffee creams. Making coffee in bulk urns and silex and flask.
		Tea Production	Requirements—water at boiling point. Tea/water proportions. Brewing time. Preparing tea in bulk urns and teapots.
		Culinary Terminology	French and English culinary and menu terminology.
		Butchery and Larderwork	Theory of butchering. Wholesale cuts. Carcasses. Breaking methods. Identification of cuts and usages.
		Meats	Government inspected meats. Hanging, storage, aging, freezing and thawing procedures. Meat colouration criteria and corrective action. Boning and trimming techniques. Use of bones, fat or suet. Use, preparation and storage of variety meats. Portion control.
		Poultry and Game	Identification and uses. Purchasing methods. Dressed and eviscerated poultry. Freezing and thawing procedures. Frozen, iced or dry storage. Tendon removal, dressing, drawing, cleaning, stuffing and oven preparation, recognition of condition. Giblet removal and preparation. Poultry cutting methods.
		Fish	Vertebrates; Fresh and salt water types. Characteristics. Purchasing methods. Fresh, dried, smoked, processed, frozen or iced fish. Correct storing procedures. Preparation; thawing, cleaning, filleting, scaling, skinning. Cutting steaks or fillets. Preparing whole fish.
		Shellfish	Crustaceans and Mollusks; types and characteristics. Availability. Purchasing and live storage methods. Raw storage. Cooking temperatures and fresh cooked storage. Shell opening or cracking and meat removal techniques.
		Salads	Salad making terminology. Identification of salad fruits and vegetables. Seasonal variations. Selection methods. Skinning, sectioning, coring and peeling. Cutting, shredding, dicing, slicing and shaping techniques. Rinsing, cleaning and storing ingredients. Ice usage.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Salad Dressings and Seasonings	Types and variety of salad dressings and cold sauces. Preparation methods; use of seasonings, spices and condiments. Combining salad ingredients. Use of gelatin. Dish and service selection. Artistic display techniques. Preparation of aspics and mousses. Salad garnitures; types and methods of use. Dressing usage. Decorating techniques. Storage of salads and dressings.
		Sandwiches	Types; varieties, shapes and sizes. Importance of freshness. Bread varieties; hand and machine slicing. Butters and additives; buttering technique. Preparation of fruit, vegetable, meat, fish or poultry fillings. Use of commercially packed fillings. Portioning. Sandwich dressing types. Sandwich wrapping and storage methods. Use of trays and platters; display techniques. Garnishes.  Types of hot sandwiches. Use of griddles, toasters and deep fryers. Special garnishes and sauces.
		Vegetable Cutting	Potato types, quality and selection. Storage methods. Hand and machine peeling and scraping. Washing requirements.  Root vegetable types. Cleaning, washing, peeling methods. Cutting methods. Use of shredders and slicers. Freshness retention.  Green leaf vegetable types. Seasonal variations. Storing techniques and duration. Sorting techniques and cleaning.  Preparation of fresh, frozen, dehydrated and processed vegetables, commercial pretreated and prepared ready-to-cook types. Preparation of stuffed vegetables.
		Vegetable Garnishes	Uses; simple, combination and standard garnitures. Preparation methods; cutting techniques.
		Cheese	Types and characteristics: Canadian, English, French, Dutch, German, Italian, Scandinavian, Swiss. Smoked, potted, brandy and wine cured. Cottage and cream uncured cheeses. Pasteurized process cheese. Cheese spreads. Cheese use in desserts, snacks, salads, sandwiches, canapes and cooking.
		Baking and Dessert Theory	Terminology. Weights and measure conversion tables. Liquid and volumetric measure: formulae ratios and proportions. Types of flour. Leavening agents, yeast, sugar, fats, milk and eggs and their uses in baking. Ingredient measuring, sifting, mixing and blending. Use of flavourings, spices and colourings. Preparation of batters and doughs. Use of convenience and efficiency ingredients.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Baking	Oven types; design factors. Time and temperature requirements for various baked goods. Calculation of yield. Mixing and baking methods for pies and tarts, yeast goods, and quick breads, pastes and doughs, hot or cold desserts, cakes and gateaux, cookies. Preparation of meringues, fruit and cream pie fillings, creams, dessert sauces, icings and frostings. Cake decorating techniques. Preparation of frozen and miscellaneous desserts.
5	Kitchen Management	<p>Organization and Layout</p> <p>Menu Planning</p> <p>Food Purchasing</p> <p>Receiving and Storage</p> <p>Food Costing and Portion Control</p> <p>Buffet Planning and Layout</p>	<p>Profitable business management. Right approach. Food service establishment type and location.</p> <p>Basic division of kitchen work. Adaptation of party system (kitchen brigade) to large, medium and small establishments. Job classifications and work specifications. Modern trends. Purchase and utilization of time-saving equipment.</p> <p>Kitchen layout; work and storage areas, work flow and traffic patterns. Public, management and staff relations. Work habits.</p> <p>Planning principles. Dietetics. Menu organization. Breakfast, luncheon, dinner and banquet menus. Buffet and smorgasbord.</p> <p>Cyclical menu systems. Standard recipes. Menu pricing, appearance and terminology.</p> <p>Purchasing methods; seasonal, contract and tender. Volume buying. Grades and standards for meat, fish, vegetables, fruit, juices, poultry and eggs. Convenience foods; use of soups, sauces, poultry and seafood, meat, poultry and game, vegetables, fruits, desserts, bakery products, beverages and dairy products.</p> <p>Receiving methods and control. Goods receipt. Invoice information verification. Type, location and protection of receiving area. Storage requirements for meats, fish and seafoods, poultry, vegetables and fruit, dairy products and dry goods. Stock rotation, Inventory control.</p> <p>Costing of meat, fish, vegetables, fruit, juices, poultry, dairy products, miscellaneous food items and ingredients. Calculation of food cost percentages. Costing standard recipes, menus, banquets, buffets. Labour costs and overhead. Portion control principles and methods.</p> <p>Buffet equipment types and characteristics. Types of buffets. French. Smorgasbord. Presentation techniques; buffet arrangements, centre pieces.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
6	Kitchen Practice	Stocks and Sauces	Preparation of brown, white, fish stock, court bouillon and vegetable stocks. "Bouquet garni" making. Preparation of essences and glazes, Bechamel, Veloute, Espagnole, tomato, Hollandaise and demi-glaze sauces. Gravies and au jus. Rouxs and other thickeners. Chaud-Froid sauces, butter and compound sauces. Use of wine and spirits in cooking and flambe dishes. Finishing and serving.
		Soups and Soup Garnishes	Preparation of consommés, cream, veloute, puree and pulse soups. Bisques and chowders. Potages (unstrained). Cold fruit and vegetable soups. Pasta and bread garnishes. Meat, poultry, seafood and miscellaneous garnishes.
		Main Dishes and Entrees	Simmering, boiling and steaming meats. Stewing meats and poultry. Braising dark and light meats. Pot roasting. Garnishing entrees. Crouton usage. Chafing dish and casserole cookery. Preparation of meat pies and loaves, ground meat entrees. Left-over entrees (meat and poultry). Spiced and flavoured foods. Pasta and rice cookery.
			Entree puddings. Use of wine, spice and herbs. Preparation of entree souffles and variety meat entrees. Heat retention and serving methods.
		Roasts and Bakes	Oven temperature requirements. Searing and sealing. Basting and larding. Flavour improvement. Use of wines and marinades. Slow roasting. Testing for "Done-Ness". Roasting beef, pork, veal, lamb, poultry and game. Baking hams. Preparation of stuffings, dressings, sauces and roast gravies. Roast garnishing. Presentation, carving and serving.
		Egg Cookery	Preparing poached, fried, boiled and scrambled eggs. Hard-boiled egg utilization. Soft-boiled egg preparations. Making rolled, folded and flat omelets. Preparing moulded and shirred eggs. Suitable garnishes and serving methods.
		Broiled Foods	Use of open grills, barbecues and griddles. Standard practices. Steak cooking terminology. Meat and poultry preparation and seasoning. Cooking stage importance. Setting or searing. Basting and brushing. Turning and marking. Testing for "Done-Ness". Rotisserie use.  Broiling of beef (steaks), lamb, ground meat, poultry, and ham. Preparation of accompanying sauces and garnishes. Dishing and serving.  Salamander use — glazing and gratinating, toasting and grilling. Short order broiler work. Safety procedures. Cooking durations.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Sauteing and Pan Frying	Use of saute pans and skillets. Shortenings and oils. Accompanying sauces. Variety meats utilization. Cooking degree, times and temperatures.
		Deep Fat Frying	Sauteing and pan frying beef, veal and lamb, chicken, turkey and variety meats. Fish pan frying techniques. Preparing garnishes.  Frying media. Temperature control. Correct food-stuff frying temperatures. Avoidance of under-heating. Reheating. Draining and refilling. Fat care; breakdown and burning prevention, straining and storage.  Simple coating and breading. Preparing batters. Deep frying meats, poultry, croquettes, fritters and rissoles.
		Potato Cookery	Potato boiling and steaming. Cooking duration. Salting. Straining. Potato mashing and whipping. Testing for cooked state. Use of hand and mechanical mashers. Additional ingredients. Mixing and blending.  Potato roasting and frying. Use of fats and shortening. Cooking durations and temperatures. Fat and oven heat requirements. Home fries (saute) and Lyonnaise. Salting. Fat drainage.  Preparing potato croquettes, cakes and pancakes. Special formulae. Baking whole potatoes. Use of dehydrated potatoes and potato flours. Potato use in soups and stews.
		Vegetable Cookery	Cooking root vegetables. Cooking green leaf vegetables; par-boiling and blanching, colour preservation, draining.  Cooking marrows and squashes, peppers, celery and chards, corn, mushrooms, seed types and pulses, onions and stuffed vegetables. Accompanying sauces for vegetable cookery. Creaming and glazing vegetables. Casserole and miscellaneous vegetable cookery.  Cooking of garnishes; partial cooking, sweating and glazing. Use of binding and masking sauces, garlic, herbs and seasonings. Preparing vegetable croquettes and fritters. Frying batters and breading. Butter and cream finishing. Adding, dishing and serving garnishes.
		Fish and Seafood	Fish poaching or boiling; preparing fish stocks, garnishes, butters, purees and seasonings. "Court bouillon". Boiling whole fish for cold plates. Pound-weight cooking timing and temperatures.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Appetizers	<p>Shallow fat frying — preparation; use of egg and breaded coatings. Flour, milk and flour and batter coatings.</p> <p>Deep fat frying. Preparation; use of egg and breaded and batter coatings. Fat temperature and cooking duration. Fat drainage. Salting. Garnish use.</p> <p>Baking; whole fish and fillets. Preparing stuffings and garnishes. Utensil requirements. Cooking durations and temperatures. Basting. Baking in foil. Preparation of accompanying sauces. Presenting and serving.</p> <p>Shellfish; Cooking duration and temperatures. Pre-cooking and storage. Removing meat from shell. Finishing; preparing garnishes, special butters, accompanying sauces. Presenting and serving.</p> <p>Making hors d'oeuvres and canapes. Types, shapes, sizes and bases. Hot and cold varieties. Preparing butters, creams, and dips. Use of marinades, sauces, wines, spices, seasonings and condiments. Use of fish and meat products and commercially prepared spreads.</p> <p>Making fruit and vegetable hors d'oeuvres. Suitable fruits and vegetables. Seasonal availability. Preparing fresh, frozen or canned types. Garnishing and serving.</p> <p>Preparing fruit and vegetable cocktails. Preparation of suitable fruits and vegetables. Liquid and juice preparation. Preparing dressings. Garnishing and serving.</p>
		Butchery (Meats)	<p>Beef: "breaking" hinds. Removing, trimming, de-fatting flank. Removing and trimming long loin. Cutting up hip of beef. "Breaking" fronts. Removing plate, brisket and fore shank. Removing short ribs and standing ribs. Cutting square cut chuck.</p> <p>Pork: "breaking" sides of pork. Removing leg. Removing and trimming loin or belly. Cutting up shoulder.</p> <p>Veal: "breaking" sides of veal. Removing leg. Removing loin and flank. Cutting up shoulder.</p> <p>Lamb: "breaking" carcass of lamb, removing legs. Removing loins and flanks. Cutting up shoulders.</p> <p>Cutting, trimming, boning available roasts, steaks, cuts, chops or pieces of meats as required.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Butchery (Poultry)	<p>Preparation of miscellaneous items, variety meats, pork forcemeats, larding meats.</p> <p>Evisceration: removing head, pinions, tendons, feet and neck, "drawing", giblet removal. Recognition of diseased organs.</p> <p>Cutting poultry into halves, quarters and pieces. Poultry skinning. Removing breast fillets. Boning chickens and turkeys. Preparation for special uses.</p> <p>Cleansing poultry and oven preparation. Cleaning and preparing giblets.</p>
		Butchery (Fish)	<p>Cleaning whole round and flat fish. Filleting and skinning. Cutting steaks and fillets. Boning whole fish for stuffing and baking.</p> <p>Preparing shellfish for cooking or raw usage. Shell opening, meat removal and cleaning. Cooked shellfish; shell cracking and meat removal.</p>
		Larder and Cold Preparations	<p>Preparing green side salads, molded salads, meat and pasta salads, main course salads, fruit salads. Preparing salad garnishes, mayonnaise dressings, French dressings and variations, boiled and fruit salad dressings. Dish selection, decorating display and serving of salads.</p> <p>Sandwiches: preparing types for various occasions. Preparing breads, butters and additives, fruit, vegetable, meat, poultry and fish fillings and commercial food spreads. Preparing sandwich dressing. Presenting, garnishing and serving sandwiches. Wrapping and storing. Preparing hot sandwiches and accompanying garnishes and sauces.</p>
		Cold Buffet	<p>Buffet work; preparation and glazing of meat, fish, poultry and game centre pieces. Buffet salads, aspics, galantines, pressed meats, raised pies and patés. Design and decoration motifs. Decorating mediums. Platter, tray and dish selection. Buffet table arrangement. Cutting and carving.</p>
		Hot Buffet	<p>Casserole and chafing dish cookery; to include meats, poultry, fish, seafood, pasta, rice and vegetable accompaniments.</p>
		Pies and Tarts	<p>Preparing pie pastries and fruit, custard and cream fillings. Making and baking fruit, cream, chiffon and soft pies, specialty pies, tarts and meringues. Preparing garnishes and pie decorating.</p>
		Yeast Goods and Quick Breads	<p>Preparing yeast dough and sweet dough. Proofing. Punching, scaling and moulding. Preparing icings, toppings and fillings for sweet dough products. Making and baking bread and buns and various types, shapes and varieties of sweet breads and buns.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Pastes and Doughs	Preparing quick bread doughs and batters. Making and baking various types of quick breads. Baking-off. Sufficient cooking indication. Turning and dumping. Hot or cooled serving.  Preparing choux pastes, sweet tart pastes, puff and Danish pastes. Preparing creamed meat, fish, poultry, egg mixtures and salad fillings. Fruit, cream, chocolate, almond paste and cheese fillings. Frostings and glazings.
		Hot and Cold Desserts	Preparing fruit, cereal, gelatin, frozen, steamed desserts. Puddings and custards. Bavarians, Mousses and Souffles. Biscuit desserts. Garnishing desserts. Preparing vanilla, chocolate, sabayon and fruit dessert sauces.
		Cakes and Gateaux	Preparing white, yellow and chocolate cakes. Pound and fruit cakes. Sponge and chiffon cakes. Petits fours. Tortes and gateaux. Preparing pastry and butter creams, icings and frostings. Cake decorating.
		Cookies	Preparing soft and stiff cookie dough mixes. Adding fruits and nuts. Use of cookie press and cutters. Panning. Baking. Making dropped, spread, rolled, refrigerator (or sliced) and pressed cookies. Use of cooling racks. Decorating and storing.

O. Reg. 166/69, Sched. 1.

**Schedule 2****CHEF****Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Kitchen Practices (as detailed in Schedule 1)	Safety       Hand and Power Tools, Utensils and General Kitchen Equipment	Safety rules and regulations. Accident prevention. First aid. Fire prevention; safe use of cooking equipment. Safe operation of machinery and electrical equipment. Care and handling of cutting tools. Good housekeeping.  Familiarization with types, characteristics, care and correct usage of hand and power tools, utensils, kitchen ranges and ovens, steamer kettles, pressure cookers and tables, fryers, grills, barbecues and



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Sanitation and Hygiene	<p>broilers, griddles and rotisseries. Coffee and tea making equipment. Refrigeration equipment. Dishes, flatware and glasses.</p> <p>Familiarization with personal and kitchen hygiene requirements. Public Health Regulations for Food Premises. Inspections. Causes of bacterial food poisoning and prevention measures. Correct use of cleaning agents, detergents and disinfectants. Pest and rodent control; safe use of pesticides and fungicides. Waste disposal.</p> <p>Familiarization with sanitary hand and machine cleaning methods for dishes; flatware and glasses. Destaining, condemnation. procedures. Handling, stacking and storage.</p> <p>Familiarization with sanitary cleaning and sterilization of hand tools, utensils, and equipment. Drying and storage. Safe cleaning of electrical equipment. Standard refrigeration sanitation procedures.</p>
2	Theory of Food (as detailed in Schedule 1)	<p>Nutrition, Cooking and Culinary Basics</p> <p>Butchery and Larder work</p> <p>Salads</p> <p>Salad Dressings and Seasonings</p> <p>Sandwiches</p> <p>Vegetable Selection and Preparation</p>	<p>Familiarization with principles of nutrition. Canada Food Rules. Methods and procedures for dry and moist heat cooking and methods of application. Specialized cooking equipment; micro-wave, infra-red, high pressure steam.</p> <p>Basic stocks and sauces; utilization. Soups structure. Good coffee and tea making. Culinary terminology.</p> <p>Familiarization with theory of butchering meats, poultry and game, fish (vertebrates, crustaceans and mollusks).</p> <p>Salad making terminology, ingredients and methods.</p> <p>Salad dressings and cold sauces. Artistic display techniques. Aspics and mousses. Salad garnitures. Dressing usage. Decorating techniques. Salad and dressing storage.</p> <p>Sandwiches: types and varieties and freshness. Breads; slicing, buttering. Preparation of sandwich fillings and dressings. Use of commercially packed fillings. Wrapping and storage. Display techniques. Garnishes. Hot sandwiches; special garnishes and sauces.</p> <p>Requirements for potatoes, root vegetables and green leaf vegetables. Miscellaneous vegetables: marrows, squashes, celery, chards, corn, onions, seed types, pulses, peppers, mushrooms. Fresh, frozen, dehydrated, processed vegetables. Use of commercial pretreated and prepared ready-to-cook types. Preparation of stuffed vegetables.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Vegetable Garnishes  Cheese  Baking and Dessert Theory	<p>Simple, combination and standard garnitures. Preparation and cutting techniques.</p> <p>Familiarization with types, origin, characteristics. Cured and uncured cheeses. Smoked, potted, brandy and wine cured; pasteurized process cheese. Cheese spreads. Culinary uses of cheese. Cheese board set-up.</p> <p>Familiarization with baking terminology, principles and methods. Ingredient types and purpose; measuring, sifting, mixing and blending. Flavouring, spicing and colouring. Preparation of batters and doughs. Use of convenience and efficiency ingredients.</p> <p>Oven operation; time and temperature requirements. Yield calculations. Mixing and baking methods for pies and tarts, yeast goods and quick bread pastes and doughs, hot and cold dessert, cakes and gateaux, cookies. Preparation of meringues, pie fillings and creams, dessert sauces, icings and frostings. Cake decoration. Preparation of frozen and miscellaneous desserts.</p>
3	Kitchen Practice	Stocks and Sauces  Soups and Garnishes  Main Dishes and Entrees  Roasts and Bakes	<p>Preparing brown, white, court bouillon and vegetable stocks. "Bouquet garni" making. Preparing essences and glazes. Bechamel, veloute, Espagnole, tomato, Hollandaise and demiglaze sauces. Gravies and Au Jus. Roux and other thickeners. Chaud-Froid sauces. Butter and compound sauces. Wine and spirit usage in cooking and flambe dishes. Finishing and serving.</p> <p>Preparing consomes, cream, veloute, puree and pulse soups. Bisques and chowders. Potages. Cold fruit and vegetable soups. Pasta and bread garnishes. Meat, poultry, seafood and miscellaneous garnishes.</p> <p>Simmering, boiling and steaming meats. Stewing meats and poultry. Braising light and dark meats. Pot roasting. Garnishing entrees. Crouton usage. Chafing dish and casserole cookery. Preparing meat pies and loaves and ground meat entrees. Left-over entrees. Spiced and flavoured foods. Pasta and rice cookery. Entree puddings. Entree souffles and variety meat entrees. Finishing and serving.</p> <p>Roasting beef, pork, veal, lamb, poultry and game. Baking hams. Use of wines and marinades. Slow roasting. Preparing stuffings, dressings, sauces and roast gravies. Roast garnishing, presentation, carving and serving.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Egg Cookery	Preparing poached, fried, boiled and scrambled eggs. Hard-boiled and soft-boiled egg utilization. Rolled, folded and flat omelets; garnishes and fillings. Preparing moulded and shirred eggs. Suitable garnishes. Dishing and serving.
		Broiled Foods	Meat and poultry preparation and seasoning. Broiling of beef (steaks), lamb, ground meat, poultry, and ham. Rotisserie use. Salamander glazing and gratinating, toasting and grilling. Preparing accompanying sauces and garnishes. Dishing and serving. Short order broiler work.
		Sauteing and Pan Frying	Sauteing and pan frying beef, veal, lamb, chicken, turkey and variety meats. Fish pan frying. Preparing accompanying sauces; garnishes.
		Deep Fat Frying	Preparing batters, coatings and breading. Deep frying meats, poultry, croquettes, fritters and rissoles.
		Potato Cookery	Boiling and steaming. Mashing and whipping. Mixing and blending additional ingredients. Roasting and frying. Home fries (saute) and Lyonnaise.  Preparing potato croquettes, cakes and pancakes. Baking whole potatoes. Use of dehydrated potatoes and potato flours.
		Vegetable Cookery	Cooking root vegetables. Cooking green leaf vegetables. Cooking marrows and squashes, peppers, celery and chards, corn, mushrooms, seed types, pulses, onions, stuffed vegetables. Fresh, frozen, dehydrated and ready processed vegetables.  Preparing accompanying sauces for vegetable cookery. Creaming and glazing vegetables. Casserole and miscellaneous cookery. Cooking of garnishes. Preparing vegetable croquettes and fritters. Butter and cream finishing. Dishing and serving.
		Fish and Seafood Cookery	Poaching or boiling fish. Preparing fish stocks, garnishes, butters, purees, seasonings and court bouillon. Boiling whole fish for cold plates.  Shallow fat frying. Preparing and using egg and breaded coatings, flour, milk and flour, and batter coatings.  Deep fat frying. Preparing egg and breaded and batter coatings. Preparing garnishes.  Baking whole fish and fillets. Preparing stuffings and garnishes. Baking in foil. Preparing accompanying sauces. Presenting and serving.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Appetizers	<p>Cooking shellfish. Precooking and storage. Removing meat from shell. Raw meat usage. Finishing; preparing garnishes, special butters, accompanying sauces. Presenting and serving.</p> <p>Preparing fish and meat hors d'oeuvres and canapes. Hot and cold varieties. Use of commercially prepared spreads. Preparing butters, creams, cheeses and dips. Making hors d'oeuvres from fresh, frozen or canned fruits and vegetables. Preparing fruit and vegetables. Preparing fruit and vegetable cocktails, liquids and juices, dressings. Presentation, garnishing and serving.</p>
		Butchery (Meats)	<p>Breaking beef hinds and fronts, sides of pork and veal, lamb carcasses. Cutting-up, trimming, defatting and boning available roasts, steaks, cuts chops or pieces, according to requirements and cooking methods. Preparing variety meats, pork forcemeats and larding meats.</p>
		Butchery (Poultry)	<p>Cleaning and preparing poultry according to requirements and cooking methods. Giblet cleaning and preparation. Poultry cutting and skinning. Removing breast filets. Boning chickens and turkeys.</p>
		Butchery (Fish and Seafoods)	<p>Cleaning whole round and flat fish. Filletting, scaling and skinning. Cutting steaks and filets. Boning whole fish for stuffing and baking.</p> <p>Preparing shellfish for cooking or raw usage. Shell opening or cracking and meat removal. Cooked meat storage.</p>
		Larder and Cold Preparations	<p>Preparing green side salads, moulded, meat and pasta, main course and fruit salads. Preparing salad garnishes, mayonnaise and French dressing variations, boiled and fruit salad dressings. Decorating, presenting and serving.</p> <p>Sandwiches; preparing for various occasions. Preparing breads, butters; fruit, vegetable, meat, poultry and fish fillings. Use of commercial food spreads. Preparing dressings; presenting, garnishing and serving sandwiches. Wrapping and storing. Preparing hot sandwiches, accompanying garnishes and sauces.</p>
		Cold Buffet	<p>Preparing, glazing centre pieces of meat, fish, poultry and game. Buffet salads, aspics, galantines, pressed meats, raised pies and patés. Selection of design and decoration motifs. Decorating. Table arrangements, cutting and carving.</p>
		Hot Buffet	<p>Casserole and chafing dish cookery including meat, poultry, fish, seafood, pasta, rice and vegetable accompaniments.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Pies and Tarts	Preparing pie pastries: fruit, custard and cream fillings. Making fruit, cream, chiffon and soft pies, specialty pies, tarts and meringues. Garnishing and decorating.
		Yeast Goods and Quick Breads	Preparing yeast dough and sweet dough; icings, toppings and fillings for sweet dough products. Making bread and buns, sweet bread and bun varieties.
		Pastes and Doughs	Preparing quick bread doughs and batters; making various types of quick breads. Hot or cooled serving.
		Hot and Cold Desserts	Preparing choux, sweet tart, puff and Danish pastes: creamed meat, fish, poultry and egg filling mixtures. Salad, fruit, cream, chocolate, almond paste, cheese fillings. Frostings and glazings.
		Cakes and Gateaux	Preparing fruit, cereal, gelatin, frozen, steamed desserts: puddings and custards. Bavarians, mousses and souffles. Biscuit desserts. Preparing garnishes: vanilla, chocolate, sabayon and fruit dessert sauces.
		Cookies	Preparing white, yellow and chocolate cakes. Pound, fruit, sponge and chiffon cakes. Petits fours. Tortes and gateaux. Preparing pastry and butter creams, icings and frostings. Cake decorating.
4	Kitchen Management	Organization and Layout	Preparing soft and stiff cookie dough mixes. Making dropped, spread, rolled, refrigerator (or sliced) and pressed cookies. Decorating and storing.
		Menu Planning	Familiarization with basic division of kitchen work. Adaptation of party system (kitchen brigade) to establishment size. Job classifications and work specifications. Purchase and utilization of time-saving equipment. Planning kitchen layouts, work and storage areas. Importance of good public management — staff relations, work habits and kitchen harmony.
		Food Purchasing	Planning and organizing menus for breakfasts, luncheons, dinners and banquets. Buffets and smorgasbords. Cyclical menus. Standard recipes. Menu preparation and pricing.
		Receiving and Storage	Familiarization with foodstuff grades and standards; specification, purchasing procedures, convenience and efficiency foods. Food yield. Seasonal, contract and tender purchasing. Volume buying.
			Receiving goods. Verifying. Familiarization with receiving areas and handling requirements. Storage of meats, fish and seafoods, poultry, vegetables, fruit, dairy products, dry goods. Stock rotation and inventory control.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Food Costing and Portion Control	Costing foodstuffs and miscellaneous items. Calculating food cost percentages. Costing standard recipes, menus, banquets and buffets. Determination of labour costs and overhead. Portion control.
		Buffet Planning and Layout	Familiarization with buffet equipment, types and characteristics. Planning, laying-out and presenting French buffets and smorgasbords.

O. Reg. 166/69, Sched. 2.



## REGULATION 30

### under The Apprenticeship and Tradesmen's Qualification Act

#### DRY CLEANERS

##### 1. In this Regulation,

- (a) "certified trade" means the trade of dry cleaner;
  - (b) "dry cleaner" means a person who understands and is capable of carrying out the process of,
    - (i) cleaning garments in either manual or automatic equipment by immersion and agitation or by immersion only in volatile solvents, including but not being restricted to solvents of the petroleum distillate type, the coal tar distillate type, the chlorinated hydrocarbon type and including any or all of the processes incidental to cleaning garments by immersion in volatile solvents,
    - (ii) wet cleaning of garments by immersion in water or by the application, manually or by any mechanical device, of water or any detergent and water, or by spraying or brushing the garments with water and any detergent or with water vapour or with chemicals and water or steam,
    - (iii) pressing or finishing, or both, being the process of restoring garments to their original shape, dimensions or contour or to the condition in which the garments were received from the customer or as directed by the customer, and including the removal of wrinkles, stresses, bulges and impressions, imprint marks and shine from garments by the application, either manually or mechanically and with or without dry or wet cleaning, of pressure, heat, moisture, water vapour or steam,
    - (iv) removing spots or stains or localized areas of soil from garments before or after the garments are dry or wet cleaned or by manual or mechanical means, other than dry or wet cleaning, such as by brushing or spraying with water detergents and volatile or inflammable solvents or with chemicals or both,
    - (v) repairing, being the process of making alterations as required by the customer to garments, such as by minor repairs and alterations, by reaffixing, replacing or restoring buttons and other fastening devices and decorative materials to the garments either before or after one of the processes referred to in this clause,
    - (vi) identification of fabrics, fabric construction, designs and finishes,
    - (vii) cleaning shirts by immersion in water, including the use of washing formulae and chemicals, and of special finishes and a knowledge of the control of water and temperature, the operation of necessary equipment and the control of quality in the proper processing and finishing of shirt laundry, and
    - (viii) basic management, production, quality control, garment identification, pricing, packaging and servicing to the customer. O. Reg. 22/67, s. 1.
2. The trade of dry cleaner is designated as a certified trade for the purposes of the Act. O. Reg. 22/67, s. 2.
3. An apprentice training program is established for the certified trade and shall consist of four periods of training and instruction of 900 hours each,
- (a) at full-time educational day classes provided at a College of Applied Arts and Technology, or an equivalent course of training and instruction approved by the Director; and
  - (b) in practical training and instruction provided by an employer of the apprentice. O. Reg. 22/67, s. 3, *revised*.
4. An apprentice who completes the four periods of training and instruction referred to in section 3 is exempt from clause *a* of section 13 of the Act. O. Reg. 22/67, s. 4.
5. The subjects of examination for an apprentice are the subjects set out in column 1 of the Schedule. O. Reg. 22/67, s. 5.
6. Any person who is engaged in the certified trade is exempt from subsections 2 and 4 of section 10 of the Act. O. Reg. 22/67, s. 6.

7. A holder of a certificate of qualification in the certified trade of dry cleaner is exempt from the provisions of sections 21 and 22 of Regulation 33 of Revised Regulations of Ontario, 1970. O. Reg. 22/67, s. 7.

8. The Act and this Regulation do not apply to persons employed in an industrial plant or institution established for a purpose other than carrying on the business of dry cleaning. O. Reg. 22/67, s. 8.

### Schedule

#### DRY CLEANERS

##### In School Training and Work Instruction and Experience

ITEM	COLUMN 1	COLUMN 2
	Subject Matter	Instruction to be Given
1	Dry Cleaning	Synthetic and petroleum cleaning systems. Prespotting. Garment serviceability.
2	Finishing and Pressing	Heavies. Silks. Furs. Household. Fabric construction and identification.
3	Spotting	Spotting chemicals, formulae and techniques. Finishes. Furs. Dyes. Sizings. Fabric construction and identification. Garment serviceability. Wet cleaning. Dry cleaning operation. Prespotting.
4	Tailoring	Install zippers. Half pockets. Alter buttons, hems. Lengthen and shorten garments. Other minor repairs and alterations.
5	Maintenance	The maintenance and repair of equipment commonly used in dry cleaning plants.
6	Shirt Processing	Formulae. Finishes.
7	Sales and Production Management	Sales. Delivery. Identification of garments. Cash control. Store routine. Pricing. Packaging. Applied public relations. Production. Quality control.



## REGULATION 31

### under The Apprenticeship and Tradesmen's Qualification Act

#### ELECTRICIANS

##### 1. In this Regulation,

(a) "certified trade" means the trade of electrician;

(b) "electrician" means a person who,

(i) lays out, assembles, installs, repairs, maintains, connects or tests electrical fixtures, apparatus, control equipment and wiring for systems of alarm, communication, light, heat or power in buildings or other structures,

(ii) plans proposed installations from blueprints, sketches or specifications and installs panel boards, switch boxes, pull boxes and other related electrical devices,

(iii) measures, cuts, threads, bends, assembles and installs conduits and other types of electrical conductor enclosures that connect panels, boxes, outlets and other related electrical devices,

(iv) installs brackets, hangers or equipment for supporting electrical equipment,

(v) installs in or draws electrical conductors through conductor enclosures,

(vi) prepares conductors for splicing of electrical connections, secures conductor connections by soldering or other mechanical means and reinsulates and protects conductor connections, or

(vii) tests electrical equipment for proper function. O. Reg. 72/66, s. 1.

2.—(1) The certified trade is composed of two branches.

(2) Branch 1 is the trade of a construction and maintenance electrician as defined in subclause i of clause b of section 1.

(3) Branch 2 is the trade of a domestic and rural electrician who performs the work of an electrician in the construction, erection, repair, remodelling or alteration of houses, multiple dwelling buildings con-

taining six or fewer dwellings, or buildings or structures used for farming, or who performs maintenance to electrical equipment in houses, multiple dwelling buildings containing six or fewer dwellings or farms. O. Reg. 72/66, s. 2.

3. The trade of an electrician is designated as a certified trade for the purposes of the Act. O. Reg. 72/66, s. 3.

4. An apprentice training program is established for the certified trade and shall consist of training and instruction,

(a) at full-time educational day classes provided at a College of Applied Arts and Technology,

(i) in either Course 1 or Course 2 as set out in Schedule 1, in the case of an apprentice in Branch 1, or

(ii) in Course 3 as set out in Schedule 1, in the case of an apprentice in Branch 2,

or an equivalent course of training and instruction approved by the Director; and

(b) in practical training and instruction provided by an employer of the apprentice,

(i) in either Course 1 or Course 2 as set out in Schedule 2, in the case of an apprentice in Branch 1, or

(ii) in Course 3 as set out in Schedule 2, in the case of an apprentice in Branch 2. O. Reg. 72/66, s. 4, *revised*.

5.—(1) Subject to subsections 2 and 3, an apprentice,

(a) in Branch 1 shall complete five periods of training and instruction of 1800 hours each; and

(b) in Branch 2 shall complete four periods of training and instruction of 1800 hours each.

(2) An apprentice in Branch 1 who holds a Grade 12 Secondary School Graduation Diploma shall complete five periods of training and instruction of 1600 hours each.



(3) An apprentice in Branch 2 who holds a Grade 12 Secondary School Graduation Diploma shall complete four periods of training and instruction of 1600 hours each. O. Reg. 72/66, s. 5.

6. The holder of a certificate of qualification in Branch 2 of the certified trade is entitled to a certificate of qualification in Branch 1 of the certified trade upon completion of a further period of training and instruction of 2000 hours that shall include a course of study approved by the Director. O. Reg. 72/66, s. 6.

7. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 2 of section 10 of the Act. O. Reg. 72/66, s. 7.

8.—(1) Subject to subsection 2, the rate of wages for an apprentice in any branch of the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall be not less than,

- (a) 40 per cent, during the first period of training and instruction;
- (b) 50 per cent, during the second period of training and instruction;
- (c) 60 per cent, during the third period of training and instruction;

- (d) 70 per cent during the fourth period of training and instruction; and
- (e) 80 per cent during the fifth period of training and instruction, where applicable,

of the rate of wages or its equivalent for a journeyman employed by the same employer in the same branch of the trade and with whom the apprentice is working.

(2) The rate of wages for a Branch 2 electrician during the 2000 hour period of training and instruction mentioned in section 6 shall be not less than 80 per cent of the wages for a Branch 1 electrician. O. Reg. 72/66, s. 8.

9. The subjects of examination for an apprentice are the subjects set out in column 1 of schedules 1 and 2. O. Reg. 72/66, s. 9.

10. A certificate of qualification expires with the last day of February in each year. O. Reg. 72/66, s. 10.

11. The holder of a certificate of qualification, or a renewal thereof, in either Branch A or Branch B of the certified trade of electrician issued under Regulation 33 of Revised Regulations of Ontario, 1970, shall be deemed to be the holder of a certificate of qualification in Branch 1 of the certified trade. O. Reg. 72/66, s. 11.

12. The Act and this Regulation do not apply to persons permanently employed in an industrial plant at a limited purpose occupation in the electrical trade. O. Reg. 72/66, s. 12.

Schedule 1

ELECTRICIANS In-School Trailing  
COURSE 1

Item	COLUMN 1	COLUMN 2
	Subject	Instructions to be given
1	Practical	Installations. Circuits. Circuit Protection. Controls. Electrical Devices. Device Protection. Electrical Measures.  Testing. Industrial Electronics.
2	Theory	Electrons. Magnetism. Conductors. Semi-Conductors. Insulation. Voltage. Current. Power and Energy. Resistance. Capacitance. Induction. Electrical Measures. Voltage Drop. Power Loss. Power Factors. Electronics.

## COURSE 2

Item	COLUMN 1	COLUMN 2
	Subject	Instructions to be given
1	Practical	Installations. Circuits. Circuit Protection. Controls. Electrical Devices. Device Protection. Electrical Measures. Maintenance. Fault Finding. Testing. Industrial Electronics.
2	Theory	Electrons. Magnetism. Conductors. Semi-conductors. Insulation. Voltage. Current. Power and Energy. Resistance. Capacitance. Induction. Electrical Measures. Voltage Drop. Power Loss. Power Factors. Electronics. Fault Analysis.

## COURSE 3

1	Practical	Installations. Circuits. Circuit Protection. Controls. Electrical Devices. Device Protection. Electrical Measures. Testing Appliances. Appliance Maintenance. Electrical Maintenance.
2	Theory	Electrons. Magnetism. Conductors. Semi-conductors. Insulation. Voltage. Current. Power and Energy. Resistance. Capacitance. Induction. Electrical Measures. Voltage Drop. Fault Analysis.

O. Reg. 72/66, Sched. 1.

## Schedule 2

ELECTRICIANS  
Work Instructions

## COURSE 1

Item	COLUMN 1	COLUMN 2
	Subject	Instructions to be given
1	General Trade Practice	Trade Tools. Trade Procedures. Layout.
2	Roughing-in Procedures	Raceways. Cable Trays. Conduits. Boxes. Fittings. Wire and Cable. Supports. Rigging.

Item	COLUMN 1	COLUMN 2
	Subject	Instructions to be given
3	Services and Distribution	Entrances. Distribution Panels. Service Panels. Transformers. Services.
4	Finishing Techniques	Wiring Devices. Lighting. Power. Testing. Measuring.
5	Auxiliary Systems, and Equipment	Auxiliary Equipment. Auxiliary Controls. Rotating Equipment. Rotating Controls. Transformers. Services.
6	Estimating	Materials. Labour. Work Sequences. Other Trades Participation.
7	Canadian Electrical Code	As related to the trade.

## COURSE 2

1	General Trade Practice	Trade Tools. Trade Procedures. Layout. Rigging. Conduits. Fittings. Raceways. Cable Trays. Insulation. Bearings. Couplings. Seals. Drives. Storage. Batteries. Testing and Measuring.
2	Power Distribution and Conversion	Service Control. Protective Devices. Converting Devices.
3	Power Application	Illumination. Heating. Cooling. Rotating Devices. Generators. Other Activated Devices.
4	Trouble Shooting	Circuits. Controls. Activated Devices.
5	Estimating	Materials. Labour. Work Sequences. Other Trades Participation.
6	Canadian Electrical Code	As related to the trade.



## COURSE 3

Item	COLUMN 1	COLUMN 2
	Subject	Instructions to be given
1	General Trade Practice	Trade Tools. Trade Procedures. Layout. Conduits. Fittings. Raceways. Cable Trays. Insulation. Wire and Cable. Testing and Measuring.
2	Power Distribution and Conversion	Service Control. Protective Devices. Converting Devices.
3	Power Application	Illumination. Heating. Cooling. Air Conditioning Appliances. Motors. Other Activated Devices.
4	Power Control	Control Systems. Control Devices. Communication Systems. Measuring Devices.
5	Estimating	Material. Labour. Work Sequences. Other Trade Participation.
6	Canadian Electrical Code	As related to the trade.

## REGULATION 32

### under The Apprenticeship and Tradesmen's Qualification Act

#### FUEL AND ELECTRICAL SYSTEMS MECHANIC

##### 1. In this Regulation,

- (a) "certified trade" means the trade of fuel and electrical systems mechanic;
- (b) "fuel and electrical systems mechanic" means a person engaged in the repair and maintenance of motor vehicles who,
  - (i) repairs and adjusts fuel systems,
  - (ii) installs, repairs and removes ignition systems, generators, alternators, starters, coils, panel instruments, wiring and other electrical systems and equipment,
  - (iii) performs a complete tune-up of an engine, and
  - (iv) installs, inspects, maintains and removes motor vehicle air-conditioning systems;
- (c) "motor vehicle" means a vehicle propelled by an internal combustion engine, or a vehicle operated or controlled from a vehicle propelled by an internal combustion engine, that is registered for use on a highway under *The Highway Traffic Act* and is used primarily for the transport of persons, equipment or goods but does not include a vehicle,
  - (i) operated only on rails,
  - (ii) used for transportation solely within an employer's actual place of business, or
  - (iii) used for farming operations but not used for carrying a load. O. Reg. 93/69, s. 1.

##### 2. A fuel and electrical systems mechanic may also,

- (a) repair, change and balance wheels and tires;
- (b) change oil in motor vehicles or lubricate motor vehicles, including lubricating the front wheel bearings and drive shaft;
- (c) supply motor vehicles with anti-freezing solutions;

- (d) replace cooling-system hoses, engine-driven belts, and thermostats; and

- (e) perform any other duties normally performed by a service station attendant. O. Reg. 93/69, s. 2.

3. The trade of fuel and electrical systems mechanic is designated as a certified trade for the purposes of the Act. O. Reg. 93/69, s. 3.

4. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) in practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 93/69, s. 4.

5.—(1) Subject to subsections 2 and 3, an apprentice shall complete three periods of training and instruction of 1800 hours per period.

(2) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete three periods of training and instruction of 1600 hours per period.

(3) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma majoring in auto mechanics or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete three periods of training and instruction of 1200 hours per period. O. Reg. 93/69, s. 5.

##### 6. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 2 of section 10 of the Act. O. Reg. 93/69, s. 6.

7. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 70 per cent during the second period of training and instruction; and

(c) 90 per cent during the third period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade or, where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. O. Reg. 93/69, s. 7.

8. The subjects of examination for an apprentice are the subjects set out in Parts 1 and 2 of the Schedule. O. Reg. 93/69, s. 8.

Schedule

FUEL AND ELECTRICAL SYSTEMS MECHANIC

PART 1

In-School Training

Item	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics	Arithmetic	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes.
		Geometry	Lines, planes and angles.
2	Science	Physics Mechanics	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letters and report writing. Work and parts orders. Interpretation and use of manufacturers’ manuals.
4	Drafting	Basic Drafting and Interpretation	Preparation of elementary working drawings and dimensioned sketches of automotive components. Interpretation of exploded drawings, electrical and hydraulic circuits and schematics used in manufacturers’ manuals.
5	General Shop Practice	Safety	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling of gasoline, oils and cleaning solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.
		Hand Tools	Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files, drifts, scrapers, snips, clamps, drill bits, reamers, vises, taps and dies. Stud extractors. Hones.



Item	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Power Tools	Use and care of portable air and electric drills, impact tools.
		Benchwork	Cutting with hacksaw, filing, scraping, drilling, use of drill press. Use of bench grinder; grinding of drill bits, chisels, etc. Fitting bushings, honing, cutting and flaring tubing. Soldering, gasket making. Oxy-acetylene and arc welding and cutting. Brazing techniques. Care and maintenance of welding equipment.
		Measuring Instruments	Use of rules, straight edges and squares. Feeler gauges, calipers, verniers, micrometers, telescopic gauges, dial indicators and pressure gauges.
		Fastening Devices	Purpose and types of bolts, nuts, studs, screws and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures. Tightening torques. Cutting internal and external threads. Removing broken studs. "Heli-Coil" inserts. Purpose and types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants, sealers and locking compounds.
		General Shop Equipment	Capacities and correct usage of floor cranes, hoists, jacks, stands, hydraulic presses, pullers. Operation and maintenance of degreasing and steamcleaning equipment. Operation and maintenance of air compressors. Capacities and use of tow trucks and related vehicle recovery equipment.
6	Internal Combustion Engines	Principles, Types and Definitions	Principles of operation. 2 and 4 stroke cycles. Engine types—single and multi-cylinder, in-line, slanted, "V" types, flat or pancake. Definition of bore, stroke, combustion, piston displacement, clearance volume, swept volume, compression ratios and pressures, horsepower, torque. Engine formulae. Heat transfer. Combustion chamber design and efficiency.
		Engine Components	Types, purpose and function of major engine components: Cylinder blocks. Pistons, connecting rod and crankshaft assemblies. Bearings. Cylinder heads, valves and valve trains. Gaskets. Manifolds. Flywheels. Effects of cylinder wear and defective valves, etc., on engine performance. Valve timing. Torquing procedures. Engine testing. Vacuum and compression tests. Valve lash.
		Types and Classification of Lubricants	Characteristics of lubricants: Detergent, non-detergent, S.A.E. viscosity ratings, A.P.I. classification. Additives. Oil contamination and deterioration.
		Lubricating Systems	Types of engine lubricating systems, pumps, screens and filters; full-flow and by-pass types. Pressure indication and control. Crankcase ventilation. Servicing and overhaul procedures.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Cooling Systems	Air and liquid cooled systems. Blowers, water pumps, fans and drives. Radiators. Thermostats. Hoses and connections. Temperature indicators. Automatic transmission coolers. Pressurized systems. Coolant, additives, sealers and antifreeze. Cleaning agents. Reverse flushing. Radiator flow testing. Immersion heaters. System repair and overhaul procedures.
		Fuel Systems (Gasoline)	Mechanical fuel/vacuum and electric pumps. Pressure, volume and vacuum tests. Tanks and supply lines. Repair and overhaul procedures. Carburetion; Fuel/air ratio. Characteristics of carburetors. Single, double and 4-barrel types. Up-draft, side and down draft, etc. Carburetor operation; atomization, vapourization, weight of fuel and air, venturi. Carburetor circuits and systems. Float, choke, idle, main-metering, power and accelerating circuits. Heat riser valves, heat insulators and choke tubes. Cleaning and overhaul procedures. Cleaning solvents. Effects of carburetor adjustments on engine performance. Tachometer and vacuum gauges. Effects of percolation, altitude and atmospheric changes, valve overlap and excess heat, incorrect float level. Balancing multi-carburetors. Adjustments to electrical mechanisms, switches, operating linkage. Effect on automatic transmission operation. Locating excess vacuum leaks. Torquing intake manifolds. Effect of air cleaners on engine performance. Analyzing exhaust gases. Relationship between air fuel mixture and exhaust gas. Tune-up procedures. Testing, maintaining and replacing positive crankcase ventilation systems, dash pots, throttle return checks, anti-stall devices.
		Fuel Injection Systems	Characteristics and operation of fuel injection systems, injectors and pumps. Governors. Fuel filters. Servicing and overhauling fuel injection systems. Test equipment and test procedures. Cleanliness. Fuel injection timing. Air induction systems. Starting systems. Shutting down runaway engines.
		Fuel Systems (Liquefied Petroleum Gas and Vaporizing Oils)	Use and operation of L.P.G. systems. Charging L.P.G. tanks. Principles of operation using vaporizing oils.
7	Belt Drives	"V" Belt Installation	Characteristics of "V" Belts. Inspecting, installing and adjusting.
8	Exhaust Systems	Mufflers, Resonators, Exhaust and Tail Pipes	Features of exhaust systems, single, dual and resonators with mufflers. Dual exhaust systems, cross-over pipes and heat riser passages. Back pressure checks. Emission control systems; inspection and servicing.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
			Characteristics of insulators, hangers, brackets and clamps. Replacing complete exhaust systems or parts. Expansion and contraction. Stress relieving of system. Exhaust gas leaks.
9	Electrical Systems	Basic Electricity	Definition of amperes, voltage, resistance, Ohm's Law. Electron flow. Electro-magnetism. Series and parallel circuits. Voltage drop. Use of voltmeter, ammeter and ohmmeter. Conductors and insulators.
		Automotive Electrical Circuits	Characteristics of typical circuits. Voltages and currents. Ground circuits. Automotive wire and cables. Insulation materials. Flexibility. Resistance. Joining, splicing and soldering of wires and cables. Insulating. Removal and installation of terminals, connectors and plugs. Effects of temperature, shorts, grounds, poor connections. Resistances and fuses. Identification and tracing of circuits.
		Switches and Instruments	Function of automotive electrical switches, relays and instruments. Indicator lights. Rheostats, resistors, capacitors and semi-conductors. Test, repair and replacement procedures.
		Batteries	Principles, characteristics and function of lead acid batteries. Electro-chemical action. Electrolyte. Voltage developed. Ampere hour ratings. Sulfation. Inspection, testing and maintenance. Use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Charging rates. Charging and handling hazards. Dry-charged batteries. Activation procedures.
		Ignition Systems (Conventional Distributors)	Function, mounting and driving of distributors. Single, tandem, double headed, dual contact points, impulse generators for semi-conductor systems, etc. Internal electrical circuits. Cam lobes, single and double contact points, dwell angle, condensers. Centrifugal and vacuum advance. Secondary voltage distribution. Radio suppression. Ignition timing. Distributor tests on and off vehicle. Distributor inspection and overhaul procedures. Replacement of shafts and bushings; contact point cleaning, replacement and adjustment, alignment and spring tension, gap-dwell settings; lubrication of cams, pivots and advance mechanisms. Installation and timing. Synchronizing dual points and distributors. Engine speed settings.
		Ignition Coils	Characteristics and function. Coil polarity, secondary voltage range, internal and external resistors, temperature effects. Saturation period and coil output. Coil Testing equipment; output, insulation and polarity tests.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Primary Circuit Switches and Resistors	Characteristics. Safety features—automatic transmission and theft protection. By-passing primary circuit resistance for starting.
		Primary and Secondary Circuits	Testing primary and secondary circuits. Effects of suppression equipment on tests. Arcing corrosion. Replacement of primary and high tension wiring.
		Transistor and Transistorized Ignition Systems	Characteristics and application of diodes and transistors used in automotive ignition systems. Transistor and transistorized systems. Fundamentals of operation. Timing procedures. Test equipment. Testing and repair procedures.
		Spark Plugs	Characteristics and operation. Ionization, negative polarity, temperature control and heat ranges. Radio suppression. Analyzing deposits. Testing, cleaning, filing, setting and installing. Tightening torques.
		D. C. Charging Systems (Generators)	Characteristics. Internally and externally grounded fields. Positive and negative grounded systems. Generator construction. Principles of generator operation. Electro-magnetic induction. Electrical and magnetic circuits. Commutation.
		Regulators	Construction features. 2 and 3 unit, double contact, heavy duty and carbon pile regulators. Principles of operation. Voltage and current regulation; cut-out relays. Temperature compensation.
		A. C. Charging Systems (Alternators)	Characteristics. Internally and externally grounded fields. Positive and negative ground systems. Internally and externally grounded systems. Alternator construction. Principles of operation. Electromagnetic induction. Electrical circuits ("Y" and delta). Magnetic circuits. Rectification. Current limitation. A.C. regulators and relays; Vibrating contact, transistorized, transistor types. Principles of regulator and relay operation. Voltage regulators, field relays, indicator light relays. Temperature compensation.
		Inspection, Testing, and Repair	Inspection, and test procedures for generators, alternators, regulators, relays, wiring and ground circuitry. On and off vehicle tests. Removing, disassembling, cleaning, overhauling, testing and re-installing generators, alternators, regulators and relays. Cleaning agents. Lubricants. Polarizing generator. Contact cleaning, replacing and adjusting. Air gap adjustments. Replacing transistors and diodes. Bench testing and adjustment of regulators and relays.
		Starter Motors	Characteristics. Construction features. Principles of operation. Electro-magnetism. Electric circuits, magnetic circuits. Series and compound cranking

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
			motors. Commutation. Operation of starter motor drive units. Bendix, Dyer, over-running clutch, etc. Flywheel ring gears. Operation of motor solenoids and switches. Solenoid circuits. Neutral safety switch. Inspecting and testing starting circuits; motors, solenoids, cables and wiring. Removing, disassembling, cleaning, overhauling, testing and reinstalling. Cleaning agents. Lubricants. Testing and servicing component parts of motor.
		Special Starting Systems	Operating principles. Series parallel switches. Series parallel and magnetic switch systems. Diesel fuel preheating systems (Glow Plugs). Testing, repairing or replacing components.
		Lights	Type and characteristics of lights. Rating of bulbs and seal beam units. Candle power, and wattage. Lenses and holders. Signal lights; flasher units, radio interference. Series and parallel circuits. Circuit fuses. Ground circuits. Aiming, testing, installing and repairing lights.
		Horns	Characteristics. Electric and air/vacuum types. Horn operation. Electrical circuits and relays. Amperage draw. Air/vacuum horn controls. Fuses. Inspecting and adjusting horns.
		Electric Windshield Wipers	Characteristics and operation; electric single and multi-speed and vacuum types. Drives and linkage. Arms and blades. Speed control. Fuses. Washer cycling. Overhaul and repair procedures. Replacing and adjusting wiper blades and arms.
		Windshield Washers	Characteristics. Automatic operation and cycling. Manual operation. Installing, repairing or replacing windshield washers and controls. Aiming fluid nozzles.
		Power-Assist Systems	Characteristics of electrical and electro-hydraulic power assist mechanisms and circuits. Windows, tailgates, convertible tops, seats, etc. Inspection, servicing and overhaul.
		Heaters and Defrosters	Types, characteristics and operation. Component features. Methods of testing, adjustment or replacement of blower motors, actuating and control systems.
10	Air-Conditioning and Refrigeration Systems	Refrigeration Principles	Heat transfer; conduction, convection, radiation. British thermal units. Latent heat of vaporization; effects of liquid change to vapor and vapor to liquid. Effects of pressure on boiling point and condensation. Refrigerant. The basic refrigeration system. Air induction and condensation removal systems.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		System Components	Types, characteristics and operation. Drive units, compressors and clutch drives, condensers, receivers, expansion valves, evaporators, control valves, thermostatic controls, blowers, electrical circuits. Refrigerant (Freon - 12), refrigeration oils, pressure lines and fittings.
		Inspection and Maintenance	Safety precautions and correct use of safety equipment. Inspection, testing, adjustment, overhaul and replacement procedures. Use of gauges and test equipment. Importance of exercising system. Oil level checks and replenishment procedures. Testing for leaks. Purging, evacuating and recharging procedures. Procedures for installation and removal of motor vehicle air-conditioning and refrigeration systems.
11	Lubrication	Types and Classification of Lubricants	Identification, properties and characteristics of oils: Heavy duty (detergent), regular (non-detergent). S.A.E. viscosity ratings. A.P.I. classifications. Other types of oils and greases. Additives. Frequency of change intervals.
		Engine Lubricating Systems	Function. Lubricant feeds, oil pumps, pressure control. Inspection procedures. Detection of leaks. By-pass and full-flow oil filters; maintenance and replacement. Flushing lubricating systems. Correct levels. Positive crankcase ventilation systems; inspection, testing and servicing.
		Open Drive Shafts	Characteristics; support bearings, universal joints, slip joints. Lubrication and sealing. Disassembly, relubing, reassembly and reinstallation. Torquing universal trunnions.
		Driving Axles and Differentials	Characteristics; gears and bearings. Oil sealing and venting. Lubricants. Filling and checking oil levels.
		Standard Transmissions	Characteristics; gears, bearings, components. Lubricants. Draining and refilling. Correct levels.
		Automatic Transmissions	Characteristics of operation. Cleanliness. Transmission fluids. Oil seals and vents. Draining, refilling and checking fluid levels.
		Suspension Systems	Lubricating suspension components and friction proofing spring leaves. Sealed systems.
		Steering Systems A (Manual)	Characteristics of steering box gearing. Lubricants. Filling and checking levels.
		B (Power)	Characteristics of power steering systems. Oil seals and vents. Types of fluid, capacities. Filling and checking system levels.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
	Wheels and Tires	C (Linkages)	Characteristics; bushings and joints. Methods of sealing and lubricating movable steering joints. Sealed systems.
		Front Wheel Bearings	Types and characteristics. Lubrication; adjusting or torquing. Replacing oil seals.
		Generators, Alternators, Starters	Types and characteristics of bearings used. Bushes, ball bearings; lubricated and prepacked lubricant type. Correct type and amount of lubricant where necessary.
		Miscellaneous Linkage and Cables	Throttle, clutch, gearshift, and emergency brake linkage. Lubricant and lubrication methods where necessary.
		Carburetor Air Cleaners	Types and characteristics of air cleaners and filters. Inspection, maintenance and replacement.
		Lubrication Certification	Certification of lubricant and filter changes and relubing of bearings and components. Extended warranties.
		Wheels and Rims	Types and characteristics; single and dual. Removal and installation. Wheel wrenches. Wheel to hub fastening and locating devices. Handling heavy wheels and tires. Inspecting and servicing. Run-out.
	Running Maintenance Inspections	Tires, Tubes and Valves	Types, sizes, characteristics and application. Demounting and mounting. Equipment and lubricants. Repairing tires, tubes and valves. Tire inflation precautions. Inspection for damage, wear and faults. Tire rotation. Retreads.
		Balancing Wheels and Tires	Wheel balancing equipment. Balancing wheels and related parts. Static and dynamic balance. Weight installation.
		Inspection Procedure	Development of quick visual checking procedures for excessive wear and looseness in steering linkage, components and wheel bearings. Buckled wheels, broken springs or leafs, weak shock absorbers and worn mountings. Defective clutch, service or emergency brake operation. Defective engine and transmission mountings. Worn or loose universal joints. Worn or defective tires, tubes and valves. Misalignment. Faults in exhaust systems. Defective lights, batteries and hold-downs, wiring and cables. Coolant, oil and fluid leaks. Deteriorated hoses, loose clamps, damaged lines. Loose or worn "V" belts. Defective windshield wipers and washers. Overdue lubrication requirements, oil and air-filter changes. Reporting of defects or conditions.

## PART 2

## Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instruments, fastening devices and general shop equipment. Benchwork operations. (As detailed in Part 1)
2	Internal Combustion Engines	Types, Components and Operation	Familiarization with engine types, components and correct operation. Recognition of abnormal engine noises and causes. Vacuum and compression testing. Identification of effects of cylinder wear, defective valves and gaskets and incorrect valve timing on engine performance. Torquing heads and manifolds. Adjusting valve lash.
		Lubricants	Familiarization with lubricant characteristics, classifications and ratings; contamination and deterioration, frequency of change intervals.
		Lubricating Systems	Familiarization with types, operation and requirements. Servicing or replacement of full-flow and by-pass filters. Testing, servicing and adjustment of pressure indicators and controls and positive crank-case ventilation systems.
		Cooling Systems	Air and liquid cooled pressurized systems. Inspection, testing, overhaul or replacement of blowers, fans, water pumps, drives, radiators and caps, thermostats, hoses and connections, temperature indicators, immersion and hot water heaters, automatic transmission oil coolers. Radiator reverse flushing and flow-testing; use of cleaning agents, coolant additives, sealers. Testing anti-freeze solutions.
		Fuel Systems (Gasoline)	Mechanical fuel/vacuum and electric pumps. Tests for pressure, vacuum and volume. Repair, overhaul or replacement of pumps, tanks and supply lines. Familiarization with principles of carburetion and characteristics of carburetors, types, operation, circuits and systems; heat riser valves, heat insulators, choke tubes, dash pots, throttle return checks, anti-stall devices and air cleaners. Testing, adjusting, cleaning and overhaul procedures.
		Tune-Up and Test Procedures	Use of electrical analyzers, vacuum gauges, tachometers and timing lights to adjust idle speeds and mixtures, analyze exhaust gases, locate excess vacuum leaks, balance multi-carburetors, check and correct ignition timing and operation, adjust electrical mechanisms, switches and operating linkage. Dynamometer testing to determine engine horsepower and torque output.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Fuel Injection Systems	Servicing and overhauling fuel injection systems. Test equipment and testing operations. Injection timing. Servicing and overhauling starting systems. Shutting down runaway engines.
		Fuel Systems (Liquefied Petroleum Gas and Vaporizing Oils)	Use and operation of liquefied petroleum gas and vaporizing oil systems. Charging L.P.G. tanks.
3	Belt Drives	"V" Belts	Inspecting, installing and adjusting.
4	Exhaust Systems	Mufflers, Resonators, Exhaust and Tail Pipes	Back pressure checks. Replacing complete exhaust systems or parts. Stress relieving. Emission control systems; inspection and servicing.
5	Electrical Systems	Automotive Electrical Circuits	Identification, tracing and testing of circuits. Use of voltmeters, ammeters and ohmmeters. Joining, splicing and soldering wires and cables. Insulating. Removal and installation of terminals, connectors, plugs, resistances and fuses.
		Switches and Instruments	Switches, relays and instruments, indicator lights, rheostats, resistors, capacitors and semi-conductors. Testing, repair and replacement.
		Batteries	Inspection, testing and maintenance. Use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Activation of dry-charged batteries.
		Ignition Systems (Conventional Distributors)	Single, tandem, double headed, dual contact points, impulse generators (semi-conductor systems), etc. Distributor tests on and off vehicle. Inspection and overhaul procedures. Replacement of shafts and bushings. Contact point cleaning, replacement and adjustment. Lubrication. Testing and replacement of condensers, rotors, caps, centrifugal and vacuum advance mechanisms and radio suppressors. Installation and timing. Synchronizing dual points and distributors. Engine speed adjustments.
		Ignition Coils	Inspection, testing and replacement. Use of coil testing equipment; output; insulation and polarity tests.
		Primary and Secondary Circuits	Testing primary and secondary circuits. Replacement of primary and high tension wiring, primary circuit switches and resistors.
		Transistor and Transistorized Ignition Systems	Familiarization with principles of operation. Ignition timing. Use of test equipment. Testing, repair and overhaul procedures.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Spark Plugs	Familiarization with types, temperature control and heat ranges. Analyzing deposits. Testing, cleaning, gapping and installing. Torquing.
		Charging Systems D.C. (Generators) A.C. (Alternators)	Inspection and testing of generators, alternators, regulators, relays, wiring and ground circuitry. On and off vehicle tests. Removing, disassembling, cleaning, overhauling, testing and reinstalling generators, alternators, regulators and relays. Lubrication. Polarizing generator. Contact cleaning, replacement and adjusting. Air gap adjustments. Replacing transistors and diodes. Bench testing and adjustment of regulators and relays.
		Starter Motors	Inspecting and testing starting circuits, motors, drive units, switches, solenoids, cables and wiring. Removing, disassembling, cleaning, overhauling, testing and reinstalling. Lubrication.
		Special Starting Systems	Series parallel and magnetic switch systems. Diesel fuel preheating systems (Glow Plugs). Testing, repairing or replacing components.
		Lights	Lighting circuits. Bulbs and seal beam units. Lenses and holders. Signal lights; flasher units. Aiming, testing, installing and repairing lights and wiring.
		Horns	Electric and air/vacuum types. Electrical circuits and relays. Air/vacuum horn controls. Testing, adjusting or replacement.
		Windshield Wipers	Electric single and multi-speed and vacuum types. Speed controls and washer cycling. Overhaul, repair or replacement.
		Windshield Washers	Installing, repairing or replacing windshield washers and controls. Aiming fluid nozzles.
		Power-Assist Systems	Inspection, servicing and overhaul of electrical and electro-hydraulic power assist mechanisms and circuits; windows, tailgates, convertible tops, seats, etc.
		Heaters and Defrosters	Testing, adjustment or replacement of blower motors, actuating or control systems.
6	Air-Conditioning and Refrigeration Systems	Inspection and Maintenance	Familiarization with safety precautions and use of safety equipment. Inspection, testing, adjustment, overhaul or replacement of drive units, compressors and clutch drives, condensers, receivers, expansion valves, evaporators, control valves, thermostatic controls, blowers, electrical circuits, pressure lines and fittings, refrigerant. Oil level checks and replenishment. Purging, evacuating and recharging operations. Installation and removal of motor vehicle air-conditioning and refrigeration systems.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
	Lubrication	Lubricants	Familiarization with characteristics, classification and ratings; contamination and deterioration, frequency of change intervals.
		Engine Lubricating Systems	Detection of leaks. By-pass and full-flow oil filters; inspection, maintenance and replacement. Flushing lubricating systems. Checking levels. Testing and servicing P.C.V. systems.
		Drive Shafts	Open drive shafts; support bearings, universal joints, slip joints. Disassembly, relubing, reassembly and installation. Torquing.
		Axles and Differentials Standard Transmissions	Lubricants. Draining, filling and checking fluid levels.
		Automatic Transmissions	Automatic transmission fluids. Draining, refilling and checking fluid levels.
		Suspension Systems	Lubricating suspension components; friction proofing spring leaves. Sealed systems.
		Steering Systems (Manual)	Lubricants. Filling and checking steering box lubricant levels.
		(Power)	Fluid types; capacities. Filling and checking system levels.
		(Linkages)	Relubricating, adjusting or torquing. Oil seal replacement.
		Generators, Alternators, Starters	Correct type and amount of lubricant where necessary.
		Miscellaneous Linkage and Cables	Throttle, clutch, gearshift, and emergency brake. Lubricants; and lubrication where necessary.
	Wheels and Tires	Wheels and Rims	Removal and installation. Inspecting and servicing wheels and rims. Checking run-out.
		Tires, Tubes and Valves	Demounting and mounting. Inspection for damage, wear and faults. Repairing tires, tubes and valves. Inflation precautions. Tire rotation.
		Wheel and Tire Balancing	Use of on and off vehicle balancing equipment. Installation of weights.
	Running Maintenance Inspections	Inspection Procedures	Quick visual checking to ascertain excessive wear, damage, defective operation, deterioration, leaks, overdue lubrication requirements, filter changes and P.C.V. servicing. Reporting conditions.



## REGULATION 33

### under The Apprenticeship and Tradesmen's Qualification Act

#### GENERAL

1. This Regulation applies to any trade for which an apprentice training program is established. O. Reg. 342/68, s. 1.

2. An application for apprenticeship in a trade shall be in Form 1. O. Reg. 342/68, s. 2.

3. No person shall become an apprentice in a trade unless he,

(a) is at least sixteen years of age and has Grade 10 standing or other qualifications determined by the Minister as equivalent thereto; or

(b) has the qualifications that are prescribed in the regulations for the trade. O. Reg. 342/68, s. 3, *amended*.

4.—(1) An applicant for apprenticeship in a trade or for a certificate of qualification shall, if requested by the Director, produce a certificate of his birth for inspection.

(2) Where the Director is satisfied that the apprentice is unable to produce a certificate of his birth, the Director may accept as proof,

(a) one item of Class A evidence of birth as prescribed in section 8 of Regulation 820 of Revised Regulation of Ontario, 1970.

(b) two items of Class B evidence of birth as prescribed in sections 9 and 10 of Regulation 820 of Revised Regulations of Ontario, 1970. O. Reg. 342/68, s. 4.

5. Sections 8 and 9 and subsection 2 of section 10 of the Act do not apply to persons,

(a) permanently employed in an industrial plant while performing work entirely within the plant and premises or on the land appertaining thereto, except work performed in the maintenance and repair of motor vehicles, trailers or conversion units registered for use on a highway under *The Highway Traffic Act*; or

(b) while engaged in a trade or occupation that in the opinion of the Director is not one in respect of which compliance with sections 8 and 9 and subsection 2 of section 10 of the Act is required. O. Reg. 342/68, s. 5.

#### TRAINING AND INSTRUCTION

6. An apprentice in a trade shall complete to the satisfaction of the Director such apprentice training program as is established for the trade. O. Reg. 342/68, s. 6.

7.—(1) Every employer in a trade shall,

(a) provide an apprentice with practical training and instruction; and

(b) permit the apprentice to attend such educational classes as are prescribed by an apprentice training program established for the trade.

(2) Where the employer is unable to provide an apprentice with practical training and instruction, the employer and the apprentice shall each forthwith notify the Director. O. Reg. 342/68, s. 7.

8.—(1) The regular daily hours of practical training and instructions of an apprentice shall not begin sooner or end later in each day than the regular daily working hours of the journeyman with whom the apprentice is working.

(2) Any hours worked by an apprentice in excess of his regular daily hours of practical training and instruction shall not be included in computing the hours spent in training and instruction, unless otherwise prescribed or approved by the Director. O. Reg. 342/68, s. 8.

9.—(1) Hourly credits as the Director determines may be granted to an applicant for a certificate of apprenticeship or qualification,

(a) for the successful completion of a course of study or training; or

(b) for work performed or experience gained in the trade prior to the application.

(2) No credits shall be granted under subsection 1 unless the applicant,

(a) supplies documentary evidence satisfactory to the Director of the completion of the course of study or training, or of the work performed or the experience gained, as the case may be; or

(b) passes such tests or examinations as are required by the Director. O. Reg. 342/68, s. 9.



10.—(1) Unless otherwise prescribed, the rate of wages for an apprentice whether for his regular daily hours or for hours in excess of his regular daily hours shall be not less than,

- (a) 40 per cent during the first period;
- (b) 50 per cent during the second period;
- (c) 60 per cent during the third period;
- (d) 70 per cent during the fourth period; and
- (e) 80 per cent during the fifth period,

of the average rate of wages for journeymen employed by the employer in that trade, or where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area.

(2) Unless otherwise prescribed, the number of apprentices who may be employed by an employer in a trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each additional three journeymen employed by the employer in that trade and with whom the apprentice is working; or
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional three journeymen employed by the employer in that trade and with whom the apprentice is working. O. Reg. 342/68, s. 10.

11.—(1) A contract of apprenticeship shall be in Form 2.

(2) The apprentice shall use to the best of his ability any facilities provided for technical instruction.

(3) The apprentice shall obey all lawful orders given to him by the employer or by a person delegated by the employer to supervise the work and training of the apprentice.

(4) The apprentice shall furnish to the employer satisfactory reasons for any absence from his employment.

(5) The employer shall not employ any person in the trade other than a journeyman while the apprentice is idle. O. Reg. 342/68, s. 11.

12.—(1) A transfer of a contract of apprenticeship shall be in Form 3.

(2) The employer to whom the contract is transferred shall perform the contract as fully and completely as if he were the employer with whom the contract was made. O. Reg. 342/68, s. 12.

#### CERTIFICATES

13. A certificate of apprenticeship shall be in Form 4. O. Reg. 342/68, s. 13.

14.—(1) Where an apprentice has completed an apprentice training program, and has passed such final examinations as are prescribed by the Director, the Director shall issue a certificate of apprenticeship to the apprentice.

(2) Where an examination for a certificate of apprenticeship in a trade has been established as an Interprovincial Standards Examination and, where an apprentice obtains more than 69 per cent on that examination, he shall be awarded the Interprovincial seal on his certificate.

(3) Where a certificate of apprenticeship is obtained before an Interprovincial Standards Examination for the trade is established, the holder of the certificate may write the examination referred to in subsection 2 and if he obtains more than 69 per cent on that examination he shall be awarded the Interprovincial seal on his certificate. O. Reg. 342/68, s. 14.

15.—(1) An application for a certificate of qualification in a trade designated as a certified trade under section 10 of the Act shall be in Form 5.

(2) An application for renewal of a certificate of qualification in a trade designated as a certified trade under section 10 of the Act shall be in Form 6.

(3) A certificate of qualification shall be in Form 7. O. Reg. 342/68, s. 15.

16.—(1) Where an applicant for a certificate of qualification is the holder of a certificate of apprenticeship in the trade issued under the Act or a predecessor of the Act, the Director may, upon payment of the prescribed fee, issue to the applicant, without examination, a certificate of qualification.

(2) Where an applicant for a certificate of qualification is the holder of a certificate of apprenticeship in the trade that is issued by another Province and that bears a seal awarded for passing an Interprovincial Standards Examination, the Director may, upon payment of the prescribed fee, issue to the applicant, without examination, a certificate of qualification.

(3) Where an applicant for a certificate of qualification is required to write an examination, he shall pay the fee prescribed therefor.

(4) Where an applicant for a certificate of qualification who is not the holder of a certificate of apprenticeship in the trade,

- (a) has attended a trade school licensed under the Act and has completed the period of

training and instruction provided by the trade school;

- (b) after graduation from the licensed trade school, works as an apprentice in the trade for a period prescribed by the Director; and
- (c) passes such examination as is prescribed by the Director,

the Director may, upon payment of the prescribed fee, issue to the applicant a certificate of qualification. O. Reg. 342/68, s. 16.

17. An applicant for a certificate of apprenticeship or a certificate of qualification who has failed to pass an examination may rewrite the examination at such times and places as are fixed by the Director. O. Reg. 342/68, s. 17.

18. An applicant for a certificate of apprenticeship or a certificate of qualification who fails to pass on rewriting the examination referred to in section 17 on two occasions shall attend and complete such training courses as the Director may determine before being permitted to rewrite the examination a third time. O. Reg. 342/68, s. 18.

19. Where an applicant for a certificate of qualification, who is not the holder of a certificate of apprenticeship in the trade, supplies evidence satisfactory to the Director of having been continuously engaged in the trade as a journeyman in Ontario or elsewhere for a period equal to or greater than the apprenticeship period prescribed for the trade, the Director may issue to the applicant a provisional certificate of qualification valid until the expiry date specified thereon. O. Reg. 342/68, s. 19.

20. Where an applicant for a certificate of qualification referred to in section 19 passes such examination as is prescribed by the Director, the Director may, upon payment of the prescribed fee, issue to the applicant a certificate of qualification. O. Reg. 342/68, s. 20.

21. A provisional certificate of qualification shall be in Form 8. O. Reg. 342/68, s. 21.

22.—(1) Where a certificate of qualification that is in force on the 3rd day of September, 1970 expires and is renewed it shall be renewed for a period to and including the birthday of the holder next following or his second birthday next following as the Director may determine and any subsequent renewal shall be for a period of two years expiring on the birthday of the holder thereof. O. Reg. 383/70, s. 1, *amended*.

(2) Unless otherwise prescribed by regulation, a certificate of qualification issued after the 3rd day of September, 1970 expires on the birthday of the holder next following or his second birthday next following as the Director may determine. O. Reg. 383/70, s. 1, *amended*.

(3) Where a certificate of qualification mentioned in subsection 2 expires and is renewed it shall be renewed for a period of two years expiring on the birthday of the holder thereof. O. Reg. 383/70, s. 1.

(4) A certificate of qualification may be renewed by the holder upon application and payment of the prescribed fee to the Director. O. Reg. 342/68, s. 22 (2).

(5) Upon renewal of a certificate of qualification, a seal provided by the Director indicating the year for which the certificate is renewed shall forthwith upon its receipt by the applicant be affixed to the certificate of qualification in the space provided thereon. O. Reg. 342/68, s. 22 (3).

23.—(1) Subject to subsections 2 and 3, where a person fails to renew his certificate of qualification on or before the date of its expiry, the Director may renew the certificate upon payment of the prescribed fee for renewal thereof. O. Reg. 342/68, s. 23 (1); O. Reg. 383/70, s. 2 (1).

(2) Where a certificate of qualification is not renewed within one year of the date of its expiry, the Director shall not renew the certificate unless the applicant has passed an examination prescribed by the Director. O. Reg. 342/68, s. 23 (2); O. Reg. 383/70, s. 2 (2).

24.—(1) The Director may suspend or cancel a certificate of qualification,

- (a) where the holder is convicted of an offence under the Act or the regulations; or
- (b) where the Director has reasonable grounds to believe that the holder is without capacity or not competent to perform work in the trade with reasonable skill.

(2) The Director shall not suspend or cancel a certificate of qualification without a hearing upon notice personally served or sent by registered mail to the holder of the certificate of qualification at the address shown on his application for a certificate of qualification or a renewal thereof containing details of the alleged offence, incapacity or incompetence and the nature of the evidence in support thereof and the date, time and place for the hearing.

(3) The Director shall allow seven clear days between the date of service or mailing of the notice and the date of the hearing.

(4) If the holder of the certificate of qualification fails to attend the hearing on the date and at the time and place appointed, the hearing may proceed and a decision may be made in his absence.

(5) At the hearing the holder of the certificate of qualification is entitled to hear the evidence, to cross-examine, to call witnesses, and to present argument.



(6) The holder of the certificate of qualification may be represented by counsel or by an agent.

(7) The Director shall not suspend a certificate of qualification for a period of more than thirty days. O. Reg. 342/68, s. 24.

25.—(1) A person whose certificate of qualification has been suspended or cancelled may, by notice in writing within seven days of the suspension or cancellation, appeal the decision of the Director to the Minister or such other person as is designated in writing by the Minister for the purpose.

(2) The Minister or such other person designated by him shall set the date, time and place for the hearing of the appeal, and notice of such hearing shall be served personally or sent by registered mail to the person appealing.

(3) If the person appealing fails to attend the hearing of the appeal on the date and at the time and place appointed, the hearing may proceed and a decision may be made in his absence.

(4) At the hearing of the appeal, the person appealing is entitled to be represented by counsel or by an agent, and to hear the evidence, to cross-examine, to call witnesses, and to present argument.

(5) The Minister or such other person designated by him shall hear the evidence and submissions and may uphold the decision of the Director or suspend, cancel or reinstate the certificate of qualification.

(6) The decision of the Minister or such other person designated by him shall be final and binding. O. Reg. 342/68, s. 25.

26. A person whose certificate of qualification has been cancelled may apply for a new certificate of qualification upon such terms and conditions as the Director may prescribe, and the Director may issue a certificate of qualification where he is satisfied that the person has complied with such terms and conditions, and has the capacity and competence to perform work in the trade with reasonable skill. O. Reg. 342/68, s. 26.

27. Where a person proves to the satisfaction of the Director that,

- (a) his certificate of qualification has been lost or destroyed; or
- (b) his name has been changed,

the Director shall issue to him a duplicate certificate of qualification. O. Reg. 383/70, s. 3.

28. The holder of a certificate of qualification shall carry the certificate on his person and, when requested to do so, produce to a person designated by the Director, the certificate of qualification or such other evidence of qualification as the Director may prescribe. O. Reg. 342/68, s. 28; O. Reg. 383/70, s. 4.

29. Where a person, after applying for or receiving a certificate of qualification, changes his address he shall within fifteen days thereafter notify the Director in writing of his former and new addresses and, where he has received the certificate, the number thereof. O. Reg. 383/70, s. 5.

REGISTRATION OF EMPLOYERS

30. When requested by the Director, every employer and self-employed person engaged in a trade shall complete and file a registration of employers and self-employed persons in Form 9. O. Reg. 342/68, s. 29.

FEEs

31. Fees payable under this Regulation are as follows:

- 1. For registration of a contract of apprenticeship.....\$ 5
- 2. For an examination.....\$10
- 3. For an initial certificate of qualification or a renewal of a certificate of qualification, 50 cents per month or any portion thereof during the period of its validity, but in no case shall the fee exceed \$5 for any period of not more than twelve months or \$10 for any period exceeding twelve months and not more than twenty-four months.
- 4. For a certificate of qualification issued to any person who works or is employed in a certified trade and is exempted by regulation from the application of sections 8 and 9 and subsections 2, 3 and 4 of section 10 of the Act.....\$10

O. Reg. 383/70, s. 6.



## Form 1

*The Apprenticeship and Tradesmen's Qualification Act*

## APPLICATION FOR APPRENTICESHIP IN THE TRADE OF

(Trade name) ..... (Date) .....

TO BE COMPLETED BY APPLICANT:

Surname ..... Social Insurance No. ....

Given names and initials ..... Telephone No. ....

Street No. and Name.....

Apt. No., Box No., R.R. No. day month year  
Date of Birth

City or Town.....

Township..... (signature of applicant)

## EMPLOYED BY:

Name of Business.....

Street Address.....

City or Town.....

Telephone No. .... day ..... year .....  
Start of Employment

(signature of employer)

Outline relevant trade experience, proof of employment and education, on reverse side of this application, giving full details including dates and names of employers.

FOR DEPARTMENTAL USE ONLY:

Counsellor Name	Credited hours
-----------------	----------------

Counsellor Signature \_\_\_\_\_ Periods in Program \_\_\_\_\_

Counsellor Code	Hours per period
-----------------	------------------

Receipt No. \_\_\_\_\_ Hours per week \_\_\_\_\_

Verification Signature

Contracts Forwarded

Effective Date

.....

day

month

year

.....Contract No.....

.....Area Code.....

.....Mailing Code.....

(REVERSE)

PROOF OF EDUCATION

SCHOOLING					
	School Name	Location (City/County, etc.)	Successfully Completed		Certificate or Diplomas Awarded
			Grade	Mo. Yr.	
Elementary..	.....	.....	.....	.....	.....
Secondary...	.....	.....	.....	.....	.....
Academic...	.....	.....	.....	.....	.....
Vocational...	.....	.....	.....	.....	.....
Technical...	.....	.....	.....	.....	.....
Subject(s) Specialized.....					P.A.T. Results.....
COURSES ATTENDED—List all training (other than school)			COMMENTS (Counsellor)		
.....			.....		
.....			.....		
.....			.....		
.....			.....		

DETAILS OF EXPERIENCE

	Name of Business or Firm	Business Address	Employed		Cr. Hrs.	Type of Work Performed
			From Month/Year	To Month/Year		
Current or Last						
1st Previous						
2nd Previous						
3rd Previous						
Employer Signature:					TOTAL	
Supervising Counsellor:						

O. Reg. 342/68, Form 1.

Form 2

*The Apprenticeship and Tradesmen’s Qualification Act*

CONTRACT OF APPRENTICESHIP

Contract No. ....

THIS CONTRACT OF APPRENTICESHIP MADE this.....day of....., 19....,  
under *The Apprenticeship and Tradesmen’s Qualification Act*,

BETWEEN.....hereinafter called the Apprentice,

— and —

.....hereinafter called the Employer,

— and —

(where the apprentice is under twenty-one years of age)

the Parent, Guardian, or Judge.....

WITNESSETH that the Apprentice and the Employer agree as follows:

- 1. The Apprentice agrees to faithfully serve the Employer as an Apprentice and in accordance with *The Apprenticeship and Tradesmen’s Qualification Act* and the regulations for a period of training and



instruction of .....hours in the trade of .....

2. The Employer agrees to faithfully train and instruct the Apprentice in the trade of .....  
and to pay the Apprentice wages at the following rates:

For the first .....hours, .....% of the journeyman's rate.

For subsequent hourly periods and in the following sequence, .....

.....hours at .....%

.....hours at .....%

.....hours at .....%

.....hours at .....%

.....hours at .....%,

of a journeyman's rate of wages in the trade.

IN WITNESS WHEREOF the parties have signed.

WITNESS:

.....  
Employer

.....  
Address of Employer

.....  
Apprentice

.....  
Address of Apprentice

.....  
Parent, Guardian or Judge

.....  
Address of Parent, Guardian or Judge

Approved and Registered this .....day of ....., 19.....

.....  
Director

Termination .....Date.....Cancellation .....Date.....

Transfer .....Date.....Transfer .....Date.....

Transfer .....Date.....Transfer .....Date.....

Form 3

*The Apprenticeship and Tradesmen's Qualification Act*

TRANSFER OF CONTRACT OF APPRENTICESHIP

In the Trade of ..... Contract No. ....

THE CONTRACT OF APPRENTICESHIP made between .....  
the Apprentice, of ..... and  
(address)

....., the Employer, of .....  
(address)

dated the ..... day of ....., 19.... and the mutual rights, benefits and obligations  
contained therein are hereby transferred to ..... of .....  
(address)

The said apprenticeship having commenced on the ..... day of ....., 19....,  
has continued during ..... periods of ..... hours, and the said Apprentice has com-  
pleted the following hours at the indicated percentages of the average rate of wages for journeymen employed  
by the Employer in the said trade or of the average rate of wages for journeymen in the area, as the case may be:

- ..... hours during the first period at ..... %
- ..... hours during the second period at ..... %
- ..... hours during the third period at ..... %
- ..... hours during the fourth period at ..... %
- ..... hours during the fifth period at ..... %

Dated this ..... day of ....., 19....

IN WITNESS WHEREOF the parties have signed.

WITNESS:

.....  
Employer transferring contract  
.....  
Employer to whom contract is transferred  
.....  
Apprentice

(and where the Apprentice is under twenty-one years of age)

.....  
Parent, Guardian or Judge  
.....  
Address of Parent, Guardian or Judge

**Form 4***The Apprenticeship and Tradesmen's Qualification Act***CERTIFICATE OF APPRENTICESHIP**

Certificate No. ....

THIS IS TO CERTIFY THAT.....  
 having complied with *The Apprenticeship and Tradesmen's Qualification Act* and the regulations is issued this

Certificate of Apprenticeship in the trade of .....

Dated at Toronto, this.....day of....., 19.....

.....  
(signature of issuer)

O. Reg. 342/68, Form 4..

**Form 5***The Apprenticeship and Tradesmen's Qualification Act*

APPLICATION FOR CERTIFICATE OF QUALIFICATION IN THE CERTIFIED TRADE OF  
 (Trade name).....(Date).....

**TO BE COMPLETED BY APPLICANT:**Surname.....  
Social Insurance No. ....Given name and initials.....  
Telephone No. ....Street Address.....  
day month yearCity or Town.....  
Date of Birth

Township.....

.....  
(signature of applicant)**EMPLOYED BY:**

Name of Business.....

Street Address.....

City or Town.....

Are you self-employed? ☐ No ☐ Yes

Have you been An Apprentice in Ontario? ☐ No ☐ Yes (Specify)  
 Contract or Diploma No. ....

Do you hold an Ontario Certificate of Qualification in any other trade? ☐ No ☐ Yes

(Specify) .....  
 Certificate No. .... Trade Name .....



Do you hold a Certificate of Qualification issued by any other Province? ☐ No ☐ Yes—Attach original or copy of certificate(s) to this application.

**FEE:** Application Fee of \$5.00, payable to "TREASURER, PROVINCE OF ONTARIO".

Send MONEY ORDER or CERTIFIED CHEQUE.

Fee will be applied to issuance of certificate or examination.

Outline experience on reverse side of this application giving full details of employment including dates and names of employers.

FOR DEPARTMENTAL USE ONLY:

Effective Date . . . . . day month year

.....  
 Authorizing Signature

Certificate No. ....

Area Code.....

Mailing Code.....

(REVERSE)

### DETAILS OF EXPERIENCE

PROOF OF —must accompany this application  
EXPERIENCE —proof may be in any of the following forms:

PLEASE LIST DETAILS OF RELATED  
EXPERIENCE AND COURSES

1. Letters of reference from former and present employers (written on company letterhead) giving,

(a) the exact dates of employment; and

(b) a detailed description of the type of work performed.

OR

2. A letter of reference from the business agent of a Union, where this procedure has been given prior approval by the Industrial Training Branch.

3. If you are unable to obtain the above proofs, a statutory declaration, notarized by a Notary Public or Commissioner for taking affidavits, must be obtained, listing:

(a) your present and former employers:

(b) exact dates of employment; and

(c) detailed description of the type of work performed.

4. Original or copy of any Out-Of-Province Certificate.

NOTE: The above documents will be returned when this application has been evaluated.

	Name of Business or Firm	Business Address	Employed		Type of Work Performed
			From Month/Year	To Month/Year	
Current or Last					
1st Previous					
2nd Previous					
3rd Previous					
4th Previous					

O. Reg. 342/68, Form 5.

Form 6

*The Apprenticeship and Tradesmen’s Qualification Act*

APPLICATION FOR RENEWAL OF A CERTIFICATE OF QUALIFICATION

Under *The Apprenticeship and Tradesmen’s Qualification Act* and the regulations, I apply for a renewal of my Certificate of Qualification in the trade of.....

My Social Insurance No. is.....

Dated.....day of....., 19.....

Applicant Signature.....

If change in name or address, please complete below

Surname.....

Given names or initials.....

Street Address.....

City.....

THIS SPACE FOR DEPARTMENTAL USE ONLY

Date approved.....  
New serial No.....  
Date issued.....

O. Reg. 342/68, Form 6.

Form 7

*The Apprenticeship and Tradesmen's Qualification Act*

CERTIFICATE OF QUALIFICATION

Certificate No.....

THIS IS TO CERTIFY THAT.....

having complied with *The Apprenticeship and Tradesmens' Qualification Act* and the regulations is issued  
this Certificate of Qualification in the certified trade of.....

Dated at Toronto, this.....day of....., 19.....

.....  
(signature of issuer)

O. Reg. 342/68, Form 7.

Form 8

*The Apprenticeship and Tradesmen's Qualification Act*

PROVISIONAL CERTIFICATE OF QUALIFICATION

..... Surname	..... Given Names	..... Trade Name	..... Trade Name
..... Street Address	..... Issue Date		..... Expiry Date
..... City or Town	..... Township		..... P.C. No.
..... Date of Birth	..... Telephone No.		..... Social Insurance No.

This is to certify that the above has submitted satisfactory proof of experience, and is hereby permitted to work in the trade indicated until the expiry date shown, at which time he will be required to write an examination for a regular certificate of qualification pursuant to subsection 2 of section 8 of *The Apprenticeship and Tradesmen's Qualification Act*.

ONTARIO DEPARTMENT OF LABOUR.....  
(Director, Industrial Training Branch)

This form must be presented when reporting for examination and will not be valid after the expiry date indicated above.

If unable to attend, please notify this office prior to expiry date. Failure to attend or notify will result in the forfeiture of fee.



FOR DEPARTMENTAL USE ONLY

Employer or School—Name and Address

.....

.....

.....

.....

.....

Request for Application

Telephone	Mail	Other		
.....	.....	.....	.....	.....
Requested	Mailed	Received	Certificate Issued	Certificate No.
.....	.....	.....	.....	.....

O. Reg. 342/68, Form 8.

Form 9

*The Apprenticeship and Tradesmen's Qualification Act*

REGISTRATION OF EMPLOYERS AND SELF-EMPLOYED PERSONS IN THE TRADE OF

TO THE DIRECTOR:

Under *The Apprenticeship and Tradesmen's Qualification Act* and the regulations, I register as an employer or self-employed person in the certified trade of ..... and furnish the following information:

1. Name (if not a corporation).....

(surname)(first and middle names)

Name (if a corporation).....
2. Address.....

(street and No. or R.R.) (city, town or post office)
3. Certificate of Qualification, if not a corporation:

(a) I am the holder of Certificate of Qualification Number.....in the certified trade of.....issued on.....; or

(b) I am not the holder of a Certificate of Qualification in the certified trade of.....but have been continuously engaged in such trade for.....years.
4. Particulars of persons in my employ in the certified trade of.....

Name	Address	Total Length of Experience at the trade		Branch if any	Date of Birth	Certificate No.
		Years	Months			

Dated at....., this.....day of....., 19.....

.....  
(signature)

## REGULATION 34

### under The Apprenticeship and Tradesmen's Qualification Act

#### GLAZIER AND METAL MECHANIC

##### 1. In this Regulation,

- (a) "certified trade" means the trade of glazier and metal mechanic;
- (b) "glazier and metal mechanic" means a person who,

- (i) performs layout, fabrication, assembly and installation of extruded frames, hardware, store fronts, wall facings, manual sliding doors, window sashes, manual door closers, automatic door operators and curtain walls,

- (ii) performs layout, fabrication, assembly and installation of suspended glass fronts, stuck glass fronts, auto glass, art glass, aquariums and similar special products,

- (iii) cuts, fits and installs glass in wood and metal frames for windows, skylights, store fronts and display cases, or on building fronts, interior walls, ceilings, tables and similar surfaces by means of mastic, screws or decorative moldings, and

- (iv) reads and understands design drawings, manufacturers' literature and installation diagrams. O. Reg. 309/70, s. 1.

2. The trade of glazier and metal mechanic is designated as a certified trade for the purposes of the Act. O. Reg. 309/70, s. 2.

3. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full time educational day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto, in the subjects contained in Schedule 1; and

- (b) practical training and instruction provided by the employer of the apprentice in the subjects contained in Schedule 2. O. Reg. 309/70, s. 3.

4.—(1) Subject to subsection 2, an apprentice shall complete four periods of training and instruction of 2000 hours per period.

(2) Where the apprentice is the holder of an Ontario Secondary School graduation diploma or has at least a pass standing in Grade 12 English, Mathematics and Science, or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete four periods of training and instruction of 1800 hours per period. O. Reg. 309/70, s. 4.

5. The subjects of examination for an apprentice in the certified trade are the subjects contained in schedules 1 and 2. O. Reg. 309/70, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 60 per cent during the first 1000 hours of training and instruction;

- (b) 65 per cent during the second 1000 hours of training and instruction;

- (c) 70 per cent during the third 1000 hours of training and instruction;

- (d) 75 per cent during the fourth 1000 hours of training and instruction;

- (e) 80 per cent during the fifth 1000 hours of training and instruction;

- (f) 85 per cent during the sixth 1000 hours of training and instruction;

- (g) 90 per cent during the seventh 1000 hours of training and instruction; and

- (h) 95 per cent during the eighth 1000 hours of training and instruction,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. O. Reg. 309/70, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,



- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every four journeymen employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional four journeymen employed by that employer

in the trade and with whom the apprentice is working. O. Reg. 309/70, s. 7.

8. Sections 8 and 9 and subsections 2, 3 and 4 of section 10 of the Act do not apply to any person who works or is employed in the certified trade. O. Reg. 309/70, s. 8.

9. A certificate of qualification in the certified trade is not required to be renewed. O. Reg. 309/70, s. 9.

### Schedule 1

#### GLAZIER AND METAL MECHANIC

##### In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics (Trade Related)	Mathematics	Addition, subtraction, multiplication and division of whole numbers, fractions and decimals, ratio and proportion, areas. Radian measure, right angle triangle, square root, simple formulae and equations.
		Geometry	Lines, planes and angles: application to layout.
2	Science	Physics	Basic laws and principles, properties of matter, formulae. (Given as required in shop instruction).
3	English	Usage and Business Communication	Trade terminology and usage. Sentence and paragraph structure. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals, job specifications.
4	Drafting	Basic Drafting and Interpretation	Drafting techniques: scales, symbols, projections. Preparation of elementary trade related working drawings and dimensioned sketches. Reading and interpretation of floor plans and elevations: sectional and cross sectional details.
5	General Trade Practice	Safety	Safety rules and safe operating procedures. Protective clothing and equipment. First aid. Fire prevention; use and maintenance of fire fighting equipment. Handling and storage of flammable and toxic solvents and materials. <i>The Construction Safety Act. The Workmen's Compensation Act.</i> Correct lifting methods and use of lifting and hoisting equipment. Handling crated, loose and broken glass. Safe use of electrical tools and equipment and powder actuated tools. Truck and vehicle condition and loading. Good housekeeping.
		Hand Tools	Selection, care and use of: hammers, screwdrivers, wrenches, files, allen keys, punches, rivetting tools,

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		<p>Power Tools and Equipment</p> <p>Glass Handling Devices and Equipment</p> <p>Measuring and Marking Tools</p> <p>Benchwork</p> <p>Cutting-Table Operations</p> <p>Fastening Devices</p>	<p>nail sets, scrapers, taps, pliers, clamps, snips, cold chisels and wood chisels, hacksaws, glass cutters: — diamond, fixed and interchangeable wheel; hackout knives, handstones, crow-bars, paint brushes and soldering equipment. Putty knives, caulking guns and dry glazing tools and point setters.</p> <p>Care and use of portable air/electric drills, power tap guns and screwdrivers. Power circular and jig saws, routers. Powder actuated tools. Grinders: bench and portable, belt sanders; wheel and belt abrasive grades. Types and characteristics of drill bits and hole saws; drill gauge use. Grinding and sharpening procedures. Hand-brake and shears. Scaffolds, swing stages (manual and electric). Ladders and steps. Heating boxes.</p> <p>Types, care and correct usage: suction cups, slings and webs, gloves and hand rubbers. Power suction gear use. Loose and crated glass dollies. Stationary and moveable racks.</p> <p>Care and use of rules, straight edges, protractors, squares and scribes. Centre-punches, angle dividers. Spirit levels, transits and plumb-bobs, chalk and mason's lines. Measuring: use of grid and base lines and benchmarks. Layout of right angles by measurement.</p> <p>Metal, wood, plastics and masonry; sawing, filing, chipping, shearing, braking, drilling and chiselling.</p> <p>Glass cutting principles and methods for: sheet, polished plate, patterned and shaped glass. Cutter type selection, use, cooling and lubrication requirements. Free-hand cutting. Use of templates, straight edges, wood squares, circle cutters. Cutting inner and outer circles. Faulty cut causes and detection. Glass cut breaking methods. Hand finishing glass edges: hand stone types and usage. Purpose of wetting stone. Procedures for arrissing and grinding: angles and purpose.</p> <p>Types and sizes of woodscrews, sheet metal screws, self-tapping screws, expansion shields, toggle bolts, powder actuated fasteners, nuts and bolts, washers, rivets, nails, specially designed masonry fasteners. Factors governing selection. Screw thread terminology and systems. Thread purpose and fit classification. Installation and removal procedures. Torque setting. Locking methods. Drilling and tapping procedures. Power tapping. Removal of broken taps, studs and screws.</p>



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
6	Glass	<p>Glass Facts</p> <p>Glass Manufacturing Processes</p> <p>Glass Function and Recognition</p> <p>Miscellaneous Glasses</p>	<p>History. Composition. Properties: viscosity, devitrification, specific gravity. Thermal expansion and conductivity. Tensile, compressive and impact strengths. Light reflection loss. Sound transmission. Maximum glass sizes.</p> <p>Manufacture: mixing (frit), melting, drawing, annealing. Sheet glass: crown process, bulls-eyes or bullions, cylinder and flat drawn. Rolled glass: rolled and rough cast, cathedral and figured rolled, wired glasses. Polished plate glass. Float glass.</p> <p>Purpose, thickness and qualities.</p> <p>— Transparent glass: sheet, polished plate and float glass: thickness specifications and quality selection.</p> <p>— Translucent glass: cathedral, figured, rolled, antique, sand-blasted and acid-etched glasses; thickness specifications and tints.</p> <p>— Opal glasses; flashed opal and pot opal sheet, rolled and polished opal sheet; thickness specifications and colours.</p> <p>— Special purpose glasses; wired-cast or polished (georgian, hexagonal, diamond, single-strand). Toughened glass: fully tempered and heat-treated types; thickness and size limitations, edge conditions and configurations, warpage.</p> <p>— Laminated glass: dual and multiple.</p> <p>— Heat absorbing sheet, plate and rough glass; thickness, colour, tint; transmission factors, edge condition.</p> <p>— Heat reflecting glass: sheet and plate; thickness, colour, tint density, heat reflection and light transmission factors, edge condition.</p> <p>— Lead-plate glass (x-ray): thickness, cutting methods and problems.</p> <p>— Prismatic glass: light refraction properties.</p> <p>— Cladding (Spandrel) glasses: plate, sheet, textured, standard and special colours; heat strengthening, warpage, size limitations.</p> <p>Factory sealed units of plate, sheet, wired, textured or patterned, heat-absorbing or heat-reflecting and toughened glass; size limitations, air seal, air space, edge protection. Insulation factors, effective condensation control. Methods of avoiding thermal breaks in units.</p> <p>— Veneer and structural glasses: glass veneers, fire-finished, mechanical polished and float finished surfaces: annealed, toughened and laminated types; size limitations, colour range and matching, thickness. Edge and hole preparation, integral lettering or design.</p>



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Mirrors	<p>— Structural glass blocks and channels, surface textured, corrugated and wired glasses; size limitations.</p> <p>Plate, sheet, tinted and antique glass; glass quality, toughening, decorative cut, bevelled, sand-blasted, etched. Framed mirrors. Single mirror exposed edge installation: use of clips and rosettes. Multiple mirrors; ground and polished to butt. Mirror-flex and mirror-pane.</p> <p>— Transparent mirrors: annealed, toughened, tinted; size limitations, surface protection. Light intensity differential, effective light ratios.</p>
		Glass Preparation	<p>Cutting tolerances. Chipping and nipping, notching. Edgework procedures: grinding, polishing, mitering, levelling. Drilling techniques: use of carboloy, triangular or spade, tubular (regular or diamond impregnated) type drills; speeds and feeds, abrasives, coolants. Surface finishes: sand blasting and acid etching techniques. Bending and forming procedures.</p>
		Plastics	<p>Types and characteristics: Transparent, translucent, decorative, flat, corrugated, moulded, extruded, rigid or flexible — colour. Working, handling and cleaning techniques.</p>
7	Metals	Metal Types, Properties	<p>Composition and properties: aluminum, mild steel, stainless steel, bronze and copper, alloys, malleability. Expansion and contraction factors. Availability. Selection factors: strength, cost, durability, compatibility, workability; architectural features, engineering requirements.</p>
		Metal Shapes and Sections	<p>Sheet manufacturing processes: hot and cold rolled, smooth and textured surface. Standard sizes and size limitations. Thicknesses and gauges.</p> <p>— Formed sheet (brake-shape): hand and power braking procedures; size, design and thickness limitations. Brake-line surface distortion.</p> <p>— Rolled sections: rolling procedures. Design limitations. Economics vs. braking.</p> <p>— Extrusions: extruding process. Simple and port-hole extrusions. Permissible tolerances, relative strength and appearance.</p>
		Surface Finishes and Protective Coatings	<p>— Mechanical finishes: millfinish, belt finish (grit types) and polished.</p> <p>— Electrolytic and chemical finishes: acid etching. Anodizing; clear and coloured finishes, skin thickness. Colour matching, surface hardeners.</p> <p>— Paint finishes: lacquer, baked enamel. Degrees of gloss.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
			<p>— Ceramic and porcelain-enamel glaze finishes. Touch-up procedures.</p> <p>— Temporary surface protectors and removal techniques: lacquers (brush or spray), strippable plastic coatings (brush or spray), petroleum jelly, self-adhesive paper and tapes.</p>
8	Glazing Materials	<p>Properties of Sealants and Glazing Materials</p> <p>Conventional Glazing Materials (Knife grade and tapes)</p> <p>Sealant Types (Gun grade, 1-part and 2-part)</p> <p>Dry Glazing Materials</p> <p>Glazing Accessories</p> <p>Material Selection</p> <p>Joint Preparation</p> <p>Material and Applicator Preparation and Usage</p>	<p>Adhesion. Cohesion. Elongation. Modulus of elasticity. Hardness. Ultimate life. Tensile and compression strength, curing. Safety precautions: fumes, toxic action, fire hazards.</p> <p>— Oleo-resin compounds: wood and metal sash putty. Synthetic resin compounds: wood and metal mastics. — Butyl-rubber compounds, pre-formed tape (including reinforced types). Polybutene mastics and polyisobutylene tapes.</p> <p>Oleo-resin compounds. Synthetic resin, polybutene, liquid polymer acrylic-base, butyl rubber and urethane compounds. Polysulphide, silicone rubber and acrylic types. Primers and surface conditioners. Back-up materials: styrofoam and foam rubber. Shelf life, pot life and curing time.</p> <p>Neoprene and vinyl roll-in splines and U-channel gaskets. Neoprene structural gaskets: spline or compression types. Felt, cork or rubber stripping.</p> <p>Types of setting blocks: lead, treated hardwood, neoprene and vinyl. Spacers: cork, neoprene and vinyl, treated hardwood. Glazing clips: spring wire, wedge, points. Special clips designed by manufacturers.</p> <p>Governing factors: joint purpose and size; type of materials to be joined; installation sequence and working conditions; exposure to air, moisture temperature and light rays; economical factors; expected joint movement; architect's specifications.</p> <p>Architect's and manufacturer's instructions. Surface preparation methods: dry cleaning (wiping, wire brushing, scraping) Wet cleaning: cleaning solvents. Priming. Surface conditioning. Joint back-up.</p> <p>Job quantities. Manufacturer's packaging types. Mixing, stirring. Heating as required. Selection and preparation of applicators. Material application by appropriate procedures and techniques. Material compatibility. Procedures for cleaning applicators and material surfaces. Cleaning solvent types and usage. Site clean-up.</p>



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
9	Adhesives	Adhesive selection and Usage	Types and characteristics; glass veneer mastics, mirror mastics; epoxy, contact and plastic cements. Selection factors: material nature; air, moisture and temperature exposure; required holding power and resiliency. Application methods.
10	Glass Cements	Cement Selection	Types and characteristics: one-part and two-part glass cements. Pointing compounds. Selection factors: required holding power, resiliency to accommodate movement, required water-proofing degree, clamping requirements and colour. Handling and preparation: storage, shelf life, temperature and moisture damage. Mixing procedures — importance of manufacturer's instructions. Pot life. Safety precautions: fire and physical hazards. Procedures and techniques for installation of show cases, all-glass entrances and stuck-glass fronts.
11	Hardware and Operating Equipment	<p>Door Hinges and Pivots</p> <p>Locks and Operating Hardware</p> <p>Thresholds and Guards</p> <p>Door Stops</p> <p>Weathering</p> <p>Door Closers (Manual Types)</p> <p>(Automatic Types)</p> <p>Door Controls</p> <p>Sliding Door Hardware</p>	<p>Types and characteristics: butt, gravity, double-acting, spring loaded, piano. Burglar proof types. Centre-hung, offset, intermediate pivots.</p> <p><b>Dead-locks, latch-locks. Flush-bolts. Electric strikes, panic devices (concealed or surface mounted) push and pull hardware: single and double acting.</b></p> <p>Centre-hung, offset and interlocking. Integral or surface mounted kick-plates. Buggy-bumpers and guard rails. Finger guards.</p> <p>Friction stays, drop arms, floor or wall mounted door stops; wind arrestors, chains, door co-ordinators.</p> <p>Mohair pile, door or frame mounted, fixed or adjustable neoprene or rubber sweeps. Inter-locking types. Astragals.</p> <p>Overhead exposed (pot or stream-lined types) and overhead concealed (frame or door mounted), floor <b>concealed (single or double-acting, centre-hung, offset)</b>, balanced, revolving (manual or electric assist).</p> <p>Pneumatic, hydraulic, electric: swing, sliding, overhead or in-floor mounted, single or multiple door operation; power or spring closing action; high or low pressure systems.</p> <p>Carpet and hardware controls: Photo-electric cells; radio-wave controls; pull-cord switches; control boxes.</p> <p>Patio door locks and pulls. Roller assemblies and nylon guides. Door bumpers. Fly-screen hardware.</p>



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
12	Installation Procedures  Glazing	Showcase Hardware	Sliding door track and guides (roller, ball bearing, plastic). Locks: ratchet, friction and pin types. Finger pulls. Standards and shelf brackets. Counter posts.
		Window and Sash Hardware	Friction stays and hinges. Sash locks and balances. Manual remote controls.
		Miscellaneous Hardware	Mirror clips. Rosettes, glass mitre clamps. Three-way clamps.
		Face Glazing	<b>Wood and metal sash: squaring and plumb checks.</b> Cleaning. Priming. Bedding: face and edge clearance. Setting-blocks and spacers. Glass holding: use of clips, wedges and points. Facing and stroking off. Filling voids. Excess compound removal.
		Stop Glazing	Wood and metal sash (fixed and opening): squared, plumbed, cleaned, primed. Snap-on or screw-on stops. Bedding; use of compound, preformed tapes. Setting blocks and spacers. Edge clearance and bite on glass. Use of sealants for heel and needle bead neoprene or vinyl glazing strips.
		Dry Glazing	Glazing-in rolled store front sections (glass to metal). Glazing-in extruded sections (neoprene or vinyl strip). Preparation of opening. Setting blocks at quarter points. Edge clearance and bite on glass. Application of stops (screw-on or snap-on). Application of neoprene or vinyl glazing strips.
		Gasket Glazing	Checking of openings and sashes: importance of size and squareness tolerances. — Gasket types and application. Setting glass (arripping, spatula and lubricant use). Placing of locking strips; use of locking tools and lubricants.
		Glass Veneers	— Wall preparation: checks for firmness, flatness and plumb. Surface conditioning (dry wall). Layout. — Placing of supporting clips and retaining molding. Cutting, nipping, arripping and back-chipping glass. Mastic application, backspacing and coverage. Setting glass veneer, pointing joints and cleaning.
		Mirrors	— Wood or metal framed. Tamper-proof types. — Unframed: use of clips, rosettes, mirror-mastics, fasteners, mirror molding. Alignment procedures. Installation of mirror sliding doors, one-way mirrors and mirrorflex.
		Showcases	Measuring. Types of joints. Use of clamps or moldings, adhesive and sealants.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Sliding Glass Doors (Unframed)	Types of glass and size limitations. Measuring procedures. Installation of tracks, finger pulls and locks.
		Shelves	Types of glass and size limitations. Use of brackets and standards.
		Counter Partitions	Types of glass and size limitations. Use of counter posts. Speak-holes and covers, pay-holes and covers.
		Table Tops	Preparation of table top patterns.
		Curtain Walls	Planning and layout. Hoisting and placing glass on floors. Preparation of openings. Setting of vision and spandrel glass; use of swing stage. Condensation drainage and venting considerations. Application of pressure plates and stops. Finishing trims. Special hazards and safety precautions.
13	Installation Procedures  Metal	Store Fronts (Rolled sections and Brake-Shapes)	On-site layout procedures and techniques for: sill sections, head and side jambs, sash (full and half), division, corner and muntin bars, stops, caps, awning boxes and hoods, canopies. Installation and setting procedures. Protection methods.
		Extruded Frames (Including Swing Doors)	Job-site checks and measuring. Frame layout and fabrication: use of jigs and templates. On-site assembly and frame installation. Hanging and glazing doors. Adjusting doors.
		Non-operating Hardware	Procedures for installation of: hinges, pivots, push and pull door hardware, locks, cylinders, flush-bolts and keepers. Panic hardware. Door hold-open devices, bumpers and wind-arrestors. Thresholds and kickplates. Door stops, astragals and finger-guards. Buggy bumpers and guardrails. Friction stays, sash locking devices and weathering devices. Layout procedures and techniques: use of jigs and templates. Adjustment procedures.
		Operating Hardware (Manual)	Procedures for installation of floor concealed (offset, centre-hung, single and double acting) closers. Overhead, (surface mounted or concealed, door or transom mounted) closers. Balanced and revolving door types. Adjustment and maintenance procedures. Layout procedures and techniques: Use of jigs and templates.
		(Automatic)	Layout procedures and techniques for installation of electric, pneumatic and hydraulic types. Controls: carpet, photo-electric, radio wave, pull cord switches and control boxes. Adjustment and maintenance procedures; use of test equipment.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Wall Facings	Installation procedures for wall facings formed from: flat aluminum sheet, metal brake shapes, extruded or rolled sections. Solid or hollow panels. Plastic window walls and sky-lights. Protection methods.
		Sliding Doors (Manual)	Installation procedures for residential patio and commercial store front doors. Tub and shower enclosures. <b>Mirror sliding doors. Protection methods.</b>
		Window Frames	Punched, strip (horizontal or vertical) (fixed or opening) (top, bottom or side hung), (inward or outward opening) or sliding (horizontal or vertical), insulated or non-insulated, inside or outside glazed (single or double). Layout, assembly and installation procedures for: sills, drip deflectors, expansion joint covers, anchors, blocking, base frames, fasteners, expansion mullions, opening sashes and related hardware. Sealant application.
		Curtain Wall	Interpretation of plans and specifications; checking wall components with drawings and parts lists. Establishing lines, levels and grade marks; layout and presetting anchors. Preassembly of wall components. Installation and alignment of sections on lowest floor level. Installation and alignment of remaining wall grid. "Freezing" anchors (welding, etc.). Installing adaptors and flashings. Sealant application. Installation of insulation. Installation of partition closer panels. Final check of completed installation.
14	Installation Procedures  Special Products	Suspended Glass Fronts	Layout procedures: installation of suspension brackets and perimeter framing. Hanging of glass. <b>Patch fittings. Special door hardware and mounting procedures.</b> Supporting glass fins. Installation of weathering. Sealing procedures. Protection methods. Replacement procedures.
		Stuck Glass Fronts	Layout procedures. Installation of concealed or exposed perimeter framing. Glass stiffeners (one side or both sides). <b>Finishing glass joints. Protection methods. Replacement procedures.</b>
		Auto Glass	Use of National Auto Glass Specifications Parts Book. Identification and selection of bent glass parts (toughened or laminated). Cutting and edge-work procedures for laminated flatstock to N.A.G. specifications. Damaged light removal procedures. Installation and sealing of new parts. Use of specialized tools, lubricants and sealants.
		Art Glass	Designing; use of cartoons (patterns). Cutting, waxing-up, etching, painting, firing, procedures



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Aquariums	<p>and techniques. Additional waxing-up and painting. Staining. <b>Leading-up</b> and soldering. Cementing and fitting into base frame. Handling and installation procedures.</p> <p>Procedures for construction of framed and all-glass types. Glass selection, cutting and edgework. <b>Selection of non-toxic cements and sealants.</b> Water pressure and weight considerations. Mechanical blocking of glass in frames.</p>
15	Planning Procedures	<p>Job Specifications and changes</p> <p>Job Planning</p> <p>Production Principles</p>	<p>Reading and interpretation; work included, work excluded. Type and quality of materials, finishes and workmanship called for. Responsibility for protection, cleaning, guarantees. Specific installation instructions. General conditions. Modifications to job specifications by bulletins and addendas, change notices and change orders.</p> <p><b>Manpower, tool and equipment requirements.</b> Material and equipment deliveries and storage. On-site distribution of materials. Electric power requirements. Job allocation. Co-ordination with other trades through General Contractor.</p> <p>Job break-down into separate operations for specialization. <b>Elimination of unproductive motion.</b></p>

O. Reg. 309/70, Sched. 1.

**Schedule 2****GLAZIER AND METAL MECHANIC****Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Trade Practice	General	<p>Safety rules and removal of all safety hazards. Use of hand and power tools and equipment, glass handling devices and equipment, measuring and marking tools, fastening devices. Benchwork and cutting-table operations. (As detailed in Schedule 1).</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
2	Glass	Glass Facts	Familiarization with glass composition and properties. Maximum glass sizes. Manufacturing processes.
		Glass Function and Recognition	— Transparent, translucent and opal glasses. Special purpose types: wired, laminated, heat absorbing, heat reflecting, and lead-plate glasses. Prismatic glass. Cladding (Spandrel) glasses. Miscellaneous glasses; factory sealed units, veneer and structural glasses, blocks and channels, corrugated glass. Mirrors: plate, sheet and transparent one-way types.
		Glass Preparation	Familiarization with cutting tolerances. Chipping and nipping, notching. Edgework: grinding, polishing, mitring, levelling. Glass drilling, sand blasting and etching. Bending and forming techniques.
		Plastics	Familiarization with types, characteristics and applications. Working, handling and cleaning operations.
3	Metals	Metal Types, Properties	Familiarization with characteristics and properties: aluminum, mild steel, stainless steels, bronze and copper, alloys. Selection factors.
		Metal Shapes and Sections	Familiarization with: sheet metal manufacturing processes: standard sizes and size limitations. Thicknesses and gauges. — Formed sheet (brake-shape): size, design and thickness limitations. Economics vs. braking. — Extrusions: permissible tolerances, relative strength and appearance.
		Surface Finishes and Protective Coatings	Familiarization with: mechanical finishes, — Electrolytic and chemical finishes: Colour matching, surface hardeners. — Paint finishes: lacquer and baked enamel. — Ceramic and porcelain-enamel glaze finishes. Touch-up procedures. — Temporary surface protectors and removal techniques.
4	Glazing Materials	Sealants and Glazing Materials	Properties. Safety precautions: fumes, toxic action, fire hazards.
		Conventional Glazing Materials (Knife grade and tapes)	— Oleo-resin compounds: wood and metal sash putty. Synthetic resin compounds: wood and metal mastics. — Butyl-rubber compounds: preformed tape (including reinforced types). Polybutene mastics and polyisobutylene tapes.
		Sealant Types (Gun grade, 1-part and 2-part)	Oleo-resin compounds. Synthetic resin, polybutene, liquid polymer acrylic-base, butyl rubber and urethane compounds. Polysulphide, silicone rubber and

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Glazing Accessories	acrylic types. Primers and surface conditioners. Back-up materials. Shelf life, pot life and curing time. Dry-glazing materials: roll-in splines and U-channel gaskets. Structural gaskets. Stripping.  Setting blocks. Spacers. Glazing clips. Special purpose clips.
4		Joint Preparation  Material Selection Preparation and Application	Surface preparation: dry cleaning, or wet cleaning. Priming. Surface conditioning. Joint back-up.  Selection factors: mixing, stirring. Heating as required. Selection and preparation of applicators. Material application. Cleaning applicators and material surfaces. Site clean-up.
5	Adhesives	Adhesive Selection and Usage	Characteristics; glass veneer mastics, mirror mastics; epoxy, contact and plastic cements. Selection factors; application methods.
6	Glass Cements	Cement Selection	Familiarization with: one-part and two-part glass cements. Pointing compounds. Selection factors. Handling and mixing procedures. Pot life. Safety precautions: fire and physical hazards. Installation of showcases, all-glass entrances and stuck-glass fronts.
7	Hardware and Operating Equipment	Door Hardware  Showcase Hardware  Window and Sash Hardware  Miscellaneous Hardware	Familiarization with types and characteristics: door hinges and pivots. Locks and operating hardware. Thresholds and guards. Kick-plates. <b>Buggy-bumpers</b> and guard rails. Finger guards. Door stops. Wind arrestors, chains, door co-ordinators. Weathering. Astragals. Door closers: (manual types) including balanced, revolving (manual or electric assist); automatic types: pneumatic, hydraulic, electric, power or spring closing action; high or low pressure systems. Door controls: carpet and hardware controls: Photo-electric cells; radiowave controls; pull-cord switches; control boxes. Sliding door hardware. Door locks and bumpers. Fly-screen hardware.  Sliding door track and guides. Locks. Finger pulls. Standards and shelf brackets. Counter posts.  Friction stays and hinges. Sash locks and balances. Manual remote controls.  Mirror clips. Rosettes, glass mitre clamps. Three-way clamps.
8	Installation Procedures Glazing	Face Glazing	Wood and metal sash; squaring and plumb checks. Cleaning. Priming. Bedding; face and edge clearance. Setting-blocks and spacers. Glass holding: use of



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Stop Glazing	clips, wedges and points. Facing and stroking off. Filling voids. Excess compound removal.
		Dry Glazing	Wood and metal sash (fixed and opening): squaring and plumb checks. Cleaning. Priming. Application of snap-on or screw-on stops. Bedding; use of compound, preformed tapes. Setting blocks and spacers. Sealing heel and needle bead neoprene or vinyl glazing strips.
		Gasket Glazing	Glazing-in rolled store front sections (glass to metal). Glazing-in extruded sections (neoprene or vinyl strip). Preparation of opening. Setting blocks. Application of stops (screw-on or snap-on). Application of glazing strips.
		Gasket Glazing	Checking openings and sashes. —Gasket selection. Setting glass. Placing locking strips.
		Glass Veneers	—Wall preparation and checking. Surface condition- in (dry wall). Layout.  —Placing supporting clips and retaining moldings. Cutting, nipping, arrissing and back-chipping glass. Mastic application, backspacing and coverage. Setting glass veneer, pointing joints and cleaning.
8	Installation Procedures Glazing	Mirrors	Alignment and installation of wood or metal framed, tamper-proof or unframed types; mirror sliding doors, one-way mirrors and mirrorflex.
		Showcases	Measuring and installation. Use of clamps or moldings, adhesives and sealants.
		Sliding Glass Doors (Unframed)	Measuring and installation of tracks, finger pulls and locks.
		Shelves	Use of brackets and standards. Size limitations.
		Counter Partitions	Use of counter posts. Provision of speak-holes and covers, pay-holes and covers.
		Table Tops	Measuring and pattern making.
		Curtain Walls	Planning and layout. Hoisting and placing glass on floors. Preparation of openings. Setting vision and spandrel glass; use of swing-stage. Condensation drainage and venting. Application of pressure plates, stops, and finishing trims.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
9	Installation Procedures Metal	Store Fronts (Rolled sections and Brake Shapes)	On-site layout of sill sections, head and side jambs, sash (full and half), division, corner and muntin bars. Stops, caps, awning boxes and hoods, canopies. Installation, setting and protection.
		Extruded Frames (Including Swinging Doors)	Job-site checks and measuring. Frame layout and fabrication: jig and template use. On-site assembly and frame installation. Hanging, glazing and adjusting doors.
		Non-operating Hardware	Installation of hinges, pivots, push and pull door hardware, locks, cylinders, flush-bolts and keepers. Panic hardware. Door hold-open devices, bumpers and wind-arrestors. Thresholds and kick-plates. Door stops, astragals and <b>finger guards</b> . Buggy-bumpers and guardrails. Friction stays, sash locking devices and weathering devices. Layout: use of jigs and templates. Final adjustment.
		Operating Hardware (Manual)	Layout and installation of floor concealed (offset, <b>centre-hung, single and double acting closers</b> ), overhead (surface mounted or concealed, door or transom mounted) closers. Balanced and revolving door types. Use of jigs and templates. Final adjustments.
		(Automatic)	Layout and installation of electric pneumatic and hydraulic types. Controls: carpet, photo-electric, radio wave, pull-cord switches and control boxes. Final adjustments: use of test equipment.
		Wall Facings	Installation and protection of wall facings formed from flat aluminum sheet, metal brake shapes, extruded or rolled sections. Solid or hollow panels. Plastic window walls and sky-lights.
		Sliding Doors (Manual)	Installation and protection of residential patio and commercial store front doors. Tub and shower enclosures. Mirror sliding doors.
		Window Frames	Punched, strip (horizontal or vertical) (fixed or opening) (top, bottom or side hung), (inward or outward opening) or sliding (horizontal or vertical), insulated or non-insulated, inside or outside glazed (single or double). Layout, assembly and installation of sills, drip deflectors, expansion joint covers, anchors, blocking, base frames, fasteners, expansion mullions, opening sashes and related hardware. Sealant application.
		Curtain Wall	Checking wall components. Establishing lines, levels and grade marks; layout and presetting anchors. Preassembly of wall components. Installation and

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
			alignment of wall grid. "Freezing" anchors (welding, etc.). Installing adaptors and flashings. Sealant application. Installation of insulation and partition closer panels. Completed installation check.
10	Installation Procedures —Special Products	Suspended Glass Fronts	Layout and installation of suspension brackets and perimeter framing. Hanging glass. Patch fittings. Special door hardware mounting. Supporting glass fins. Installation of weathering. Sealing operations. Replacement operations.
		Stuck Glass Fronts	Layout and installation of concealed or exposed perimeter framing. Glass stiffeners (one side or both sides). Finishing glass joints. Protection. Replacement operations.
		Auto Glass	Identification and selection of glass parts (toughened or laminated). Cutting and edgework of laminated flat-stock to National Auto Glass specifications. Damaged light removal. Installation and sealing of new parts.
		Art Glass	Designing. Cutting, waxing-up etching, painting, firing operations. Additional waxing-up and painting. Staining. Leading-up and soldering. Cementing and fitting into base frame. Handling and installation.
		Aquariums	Construction of framed and all-glass types. Glass selection, cutting and edgework. Use of non-toxic cements and sealants. Blocking glass in frames.

O. Reg. 309/70, Sched. 2.



## REGULATION 35

### under The Apprenticeship and Tradesmen's Qualification Act

#### HAIRDRESSERS

##### 1. In this Regulation,

(a) "certified trade" means the trade of a hairdresser;

(b) "hairdresser" means a person who, in the course of hairdressing,

- (i) tints, bleaches or dyes hair,
- (ii) shampoos hair and scalp,
- (iii) gives hair or scalp treatments,
- (iv) cleans or dresses artificial hair pieces,
- (v) cuts or trims hair,
- (vi) shapes, colours, or treats eyebrows or eyelashes,
- (vii) curls or waves hair by any means,
- (viii) combs or brushes hair, and
- (ix) performs any other operation with respect to dressing hair to obtain an intended effect or according to a particular style,

and who holds himself out to the public as a hairdresser. O. Reg. 250/69, s. 1.

2. The trade of a hairdresser is designated as a certified trade for the purposes of the Act. O. Reg. 250/69, s. 2.

3. No person shall carry on the certified trade in a shop that is represented to the public as a barber shop. O. Reg. 250/69, s. 3.

4.—(1) An apprentice training program for the certified trade is established and shall consist of,

(a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto, in the subjects contained in Schedule 1; and

(b) practical training and instruction provided by an employer of the apprentice in the subjects contained in Schedule 2.

(2) An apprentice shall complete three periods of training and instruction of 1500 hours per period. O. Reg. 250/69, s. 4.

5.—(1) A graduate student of a hairdressing school to which Regulation 36 of Revised Regulations of Ontario, 1970 applies shall be issued an interim certificate of qualification in the certified trade upon successfully passing an examination prescribed by the Director in the subjects contained in schedules 1 and 2.

(2) A student in a school under the jurisdiction of the Department of Education who has successfully completed Grade 9 or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, and has completed a course approved by the Director of at least 1500 hours of training and instruction in the subjects contained in schedules 1 and 2, shall be issued an interim certificate of qualification in the certified trade upon successfully passing an examination prescribed by the Director in those subjects.

(3) An interim certificate of qualification is valid for a period of twenty-four months from the date on which it is issued, but the certificate may be renewed for such period of time as the Director determines upon the holder passing an examination prescribed by the Director.

(4) An application for an interim certificate of qualification or a renewal thereof shall be made in Form 5 of Regulation 33 of Revised Regulations of Ontario, 1970 and shall be accompanied by a fee of \$5.

(5) The holder of an interim certificate of qualification may apply for a certificate of qualification that may be issued without examination if he satisfies the Director that he has been employed full-time in the certified trade for a period of not less than twelve months.

(6) No holder of an interim certificate of qualification shall be employed in the certified trade unless at least one holder of a certificate of qualification is employed by the same employer and under whose supervision a holder of an interim certificate of qualification works.

(7) The ratio of holders of interim certificates of qualification to the ratio of holders of certificates of qualification employed by the same employer shall not exceed three to one. O. Reg. 250/69, s. 5.

6. No person shall become an apprentice in the certified trade unless he has successfully completed Grade 9 in Ontario or has such other academic qualification that, in the opinion of the Director, is equivalent thereto. O. Reg. 250/69, s. 6.

7. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 2 of section 10 of the Act. O. Reg. 250/69, s. 7.

8. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his daily hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 70 per cent during the second period of training and instruction; and
- (c) 90 per cent during the third period of training and instruction,

of the average rate of wages or its equivalent for journeymen employed by the employer in the certified trade or, where the employer is the only journeyman employed, of the average rate of wages or its equivalent for journeymen in the area. O. Reg. 250/69, s. 8.

9. The subjects of examination for a certificate of qualification are the subjects contained in schedules 1 and 2. O. Reg. 250/69, s. 9.

10. A certificate of qualification in the certified trade expires on the 30th day of April in each year. O. Reg. 250/69, s. 10.

Schedule 1

HAIRDRESSER

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Language and Communication	Composition	Vocabulary of Hairdressing trade; Grammar, sentence and paragraph structure. Written and oral composition.
		Business Writing	Sample business letters; format tone and layout. Report writing.
2	Mathematics (Trade Related)	Business Mathematics	Fractions, decimals, percentage, interest and discount. Ratio and proportion. Fundamental operations: basic bookkeeping, balance sheets, financial statements. Retailing, insurance, taxes, licensing, leases.
3	Chemistry	Basics	Introduction: chemistry in the Hairdressing salon, Matter; physical and chemical changes. Elements, compounds, mixtures; properties, characteristics. Analysis, synthesis. Acids, bases and salts; source, preparation, properties, uses, pH factor. Chemistry of water; hard and soft water, purification.
		Cosmetics (Trade Related)	Description, chemical properties and applications; cosmetics, dyes, tints, disinfectants, chemical sterilizers. Powders, emulsions, ointments, astringent soaps. Types of solutions and preparation.



Item	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
4	Hairdressing Fundamentals	Safety	Safety rules and regulations; safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling and storage of flammable, poisonous or caustic materials. Use of rubber gloves and protective creams for handling chemicals, dyes, tints and bleaches. Safe operation of electrical equipment. Eye protection for light therapy. Care and handling of cutting tools. Good housekeeping.
		History of Hairdressing	Egyptian, Greek and Roman hair fashions. History of permanent waving; difficulties and developments. Hair bleaching and dyeing not new. History of cosmetics, perfume and manicuring.
		Bacteriology	Classification and description of bacteria. Non-pathogenic and pathogenic organisms. Bacterial growth and reproduction, movement, body infection methods, contagion sources. Other infectious agents; viruses, parasites, fungi. Carriers. Control and destruction of bacteria.
		Sterilization and Sanitizing	Importance. Physical agents; use of boiling or steaming, dry heat, ultra-violet rays. Chemical sanitizing agents; antiseptics, disinfectants, vapours (fumigants). Requirements. Applications. Solution types; mixing and usage. Storage of sterilized or sanitized implements and accessories.
		Personal Hygiene	Importance of good health. Balanced diet and exercise. Healthy mental outlook. Confidence. Good posture. Combatting fatigue. Personal cleanliness; habits. Appearance; uniform, shoes, speech. Physical examinations. Personality.
		Hairdressing Salon Hygiene	Applicable government health regulations. Infectious diseases: patron and hairdresser requirements. Salon interior cleanliness. Waste storage and removal. Lighting, plumbing, heating, ventilation and water requirements. Salon usage. Rest rooms. Correct towel use and storage. Sanitizing and storage of implements and accessories. Application and storage of lotions, ointments, creams, powders; use of spatulas and cotton pledgets. Elimination of rodents, flies and insects. Restrictions on pets.
5	Basic Anatomy and Physiology	Cells	Structure, cell growth, reproduction, metabolism, tissues.
		Digestive System	The stomach; digestion process, enzyme action.
		Circulatory System	Circulatory (vascular) system; description and function of blood-vascular and lymphatic systems. Arteries and veins of the head, face, neck and hands. The endocrine system.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Bone Structure	Bone composition. Types. Nutrition. Cranial, facial, hyoid and cervical bones: bones of the hands. Numbers and function.
		Muscular System	Muscle tissue; voluntary, involuntary and cardiac. Muscle origin, insertion, and characteristics. Stimulation methods. Muscles of the head, face, neck and hands.
		Nervous System	Nerves and nerve cells; nerve types. Division of the nervous system. Nerve reflex. Nerve fatigue; stimulation methods. Nerves of the head, face, neck and hands.
		Excretory System	Sudoriferous (sweat) glands and sebaceous (oil) glands.
		Skin and Appendages	Skin health and appearance. Skin thickness. Epidermis and dermis. Subcutaneous tissue. Skin nourishment. Nerves of the skin. Skin elasticity, colour.
		Hair	Composition; hair root and hair shaft. Hair root structure, follicles, distribution, growth, replacement, life and density, colour, greying. Hair analysis, texture, porosity, condition and elasticity.
		Hair, Scalp and Skin Disorders	Definitions and terminology; recognition of infection and contagious skin disorders. Primary and secondary lesions. Dandruff, skin inflammations, alopecia. Contagious disorders; ringworm, scabies. Non-contagious skin disorders. Superfluous hair.
		Electrical Therapy and Treatments	Basic electricity. Conductors, insulators, circuits. Alternating and direct current. Converters and rectifiers. Fuses. Safety precautions. High frequency current application for facial and scalp treatment; Tesla current (violet ray); physiological effects. Facial and scalp electrodes. Application procedures and safety precautions; direct surface application and indirect application.
		Light therapy	Characteristics and properties: ultra-violet, infra-red and visible light rays. Therapeutic lamp types; beneficial effects. Safety precautions in use.
		Massage	Physiological effects and benefits of facial and scalp massage. Basic manipulations: effleurage (stroking), petrissage (kneading), friction (deep rubbing), percussion (tapping, hacking, slapping), vibration. Correct use and application of electrical appliances; vibrators, high-frequency applicators, therapeutic lamps.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
6	Hairdressing Practice	Preliminaries	Analysis of patron's skin condition. Determination of type of facial and equipment required. Arrangement of supplies. Seating patron; linen and towel adjustment, hair protection. Sanitizing hands.
	Facial Treatments (Theory and Demonstration)	Giving Facials	Procedures and techniques for plain, vibratory, dry skin, oily skin and acne facials. Clay packs and hot oil masks; commercial face packs and masks. Muscle toning. Massage movements and manipulations. Correct vibrator use and techniques. Use and application of steam towels, creams, lotions, oils, solutions, astringents, tonics, powders. Blackhead removal techniques. Use of dermal lights, infra-red lamps and high frequency (Tesla) current. Patron eye protection. Clean-up procedures. Used towels and waste disposal. Container sealing and storage. Sanitizing implements and hands.
		Facial Make-Up	Types, characteristics and application of make-up cosmetics. Face types and applicable make-up. Corrective make-up techniques. Eyebrow arching; corrections.
7	Hairdressing Practice	Fundamentals	Benefits of scalp massage. Scalp massage procedures; positions and massage movements, muscles, nerves and arteries affected.
	Scalp and Hair Treatments (Theory and Demonstration)	Scalp Treatments	Treatments and procedures for: normal scalp and hair, dry scalp, oily scalp, dandruff, alopecia. Corrective hair treatments. Types and application of shampoos, scalp ointments and creams, vegetable oils, astringents, hair tonics. Use and application of vibrators, red dermal lights, infra-red lamps, ultra-violet rays, high frequency (Tesla) current. Use of steamers, heating caps and hair dryers. Safety precautions; eye protection, use of alcohol base hair tonics. Sterilization and sanitizing requirements.
8	Hairdressing Practice	Fundamentals	Haircutting: the foundation for hair styles: relationship to head and facial contours and neckline. Hair texture and condition.
	<i>Haircutting</i>	Implements and Accessories	Types and characteristics: haircutting and thinning shears, razors, clippers, combs, brushes. Care and correct usage. Manipulation and co-ordination. Sanitizing and storage procedures.
		Elements of Correct Haircutting	Seating and draping patron. Analysis of head and facial contours, neckline, hair texture and condition. Selection of hair style, implements and procedures. Combing and brushing hair. Sectioning, thinning, shingling, tapering. Razor cutting and shear cutting. Natural and artificial necklines: shaping, cleaning and clipping. Split hair end treatments.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
9	Hairdressing Practice <i>Shampoos</i>	Fundamentals	Importance of clean, healthy hair and scalp condition. Hair brushing. Shampoo types, characteristics and application. Water temperature. Shampooing bleached hair. Massage. Towel drying. Safety precautions for flammable shampoo liquids. Dry cleaning hair pieces.
		Rinses	Types, purpose, characteristics and application. Commercial colour rinses.
		Preliminaries	Sanitizing hands—seating and draping patron. Preparing and analyzing hair and scalp condition. Suitable shampoo selection. Arrangements of supplies and equipment. Brushing hair.
		Shampooing	Procedures and techniques for all shampoo types. Scalp massage and manipulations. Rinsing procedures. Use of correct rinse.
10	Hairdressing Practice	Fundamentals	The bleaching process. Possible hair damage: pre-bleaching hair and scalp condition analysis importance. Commercial hair bleach, hydrogen peroxide; classification and action. Choice of bleach: application techniques, equipment, implements and supplies.
		Bleaching	Patron preparation. Analysis and requirements of hair and scalp condition. Preparation of bleach and application: timing, colour development and testing. Virgin bleaches. Retouching. Reconditioning over-bleached hair. Rinsing and finishing. Completion of record cards. Equipment and implement cleaning and sanitizing.
11	Hairdressing Practice <i>Hair Colouring</i>	Fundamentals	Temporary and permanent hair colourings: all aspects and definitions. Commercial hair colouring and tinting classification and action.  Hair dye poisoning symptoms: patch or predisposition skin tests. Hair tint records. Hair and scalp condition requirements: colour selection. Tinting materials and supplies: preparation and application techniques.
		Colouring and Tinting	Patron preparation. Skin predisposition test results and required action. Hair and scalp analysis: required action or pretreatment. Colour selection: test strand development and results. Rinsing and finishing. Completing records. Equipment and implement cleaning and sanitizing.
12	Hairdressing Practice	Fundamentals	Finger and comb manipulation techniques. Hair preparation. Use of waving lotions. Right-going and left-going wave movements. Matching and connecting waves.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
	<i>Finger Waving</i>	Giving Finger Waves	Patron preparation. Hair shampooing or wetting, parting, combing and styling. Waving lotion application and distribution. Shaping the finger wave: hair parting, forming pin curls, plain waving, skip waving; reverse, cascade and ridge curls. Patron protection under dryer.
13	Hairdressing Practice  <i>Permanent Waving</i>	Fundamentals	The cold wave process: waving solution and neutralizer action, curling rods. Prewaving hair analysis: elasticity, porosity, texture and condition. Effects of previous hair damage and corrective treatments. Hair straightening techniques. Test curl purpose and processing: processing time factors. Importance of recording information. Protective measures for hairdresser and patron.
		Cold Waving	Patron preparation. Prewave hair analysis. Hair preparation. Blocking or sectioning, winding or wrapping, test curls, applying waving solution and processing, neutralizing, unwinding, towel drying. Cold wave completion: setting, drying and styling. Finishing procedures. Maintaining patron records.
		Thermal Waving	Hair pressing: heated comb method. Thermal roller curling: using heated bouffant iron.
14	Hairdressing Practice  <i>Hair Styling</i>	Fundamentals	Primary importance of healthy hair condition, cutting and shaping, permanent waving and pin curling. Types of face and profiles: artistry and complimentary styling, corrective styles.
		Styling	Procedures and techniques for pin curls, roller curls, hair parting. Top, side and back patterns and comb-outs: basic settings and comb-outs. Hair spray use. Back combing and back brushing. Hair piece use and arrangements.
15	Hairdressing Practice  <i>Manicuring</i>	Fundamentals	Nail structure: parts and growth, shapes. Nail disorders, irregularities and diseases; appropriate action. Types and application of manicuring implements, equipment, cosmetics and materials. Table and tray preparation. Sterilization and sanitizing procedures.
		Manicures	Patron preparation. Procedures for all types of manicures. Hand massage. Special problems and precautions.
16	Hairdressing Salon Management	Operations	Business organization. Types of ownership. Business law—financial operations. Location selection. Salon equipment, supplies, records. Advertising methods and mediums. Salesmanship. Applicable regulations for operators, hairdressers and apprentices.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Business Ethics	Public relations. Ethical conduct and business dealings in relation to patron, employer and coworkers. Punctuality.

O. Reg. 250/69, Sched. 1.

Schedule 2

HAIRDRESSER

Work Instruction and Experience

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	Hairdressing Fundamentals (as detailed in Schedule 1)	Safety	Safety rules and regulations. Safe operating procedures. First aid treatment. Fire prevention. Handling and storage of flammable, poisonous or caustic materials. Dermatitis prevention. Safe operation of electrical equipment. Care and handling of cutting implements. Good housekeeping.
		Bacteriology	Recognition and classification of bacteriological infections. Familiarization with body infection methods and contagion sources, control and destruction of bacteria.
		Personal Hygiene	Importance of good health. Mental outlook. Posture. Confidence. Personal cleanliness. Appearance. Familiarization with physical examination requirements.
		Hairdressing Salon Hygiene	Familiarization with applicable government health regulations. Infectious diseases; patron and hairdresser requirements. Salon interior cleanliness; waste storage and removal. Lighting, heating, plumbing and ventilation requirements. Water requirements. Rest rooms. Salon usage. Towel usage and storage. Sterilization and sanitizing methods and agents. Sterilization or sanitizing of implements and accessories and storage after use. Application and storage of lotions, ointments, creams and powders.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
2	Basic Anatomy and Physiology	Body Systems	Familiarization with characteristics and function of body cells—digestive, excretory, circulatory, endocrine, muscular and nervous systems—bone structures—skin and appendages—in relation to the head, face, neck and hands.
		Hair, Scalp and Skin Disorders	Familiarization with hair composition, structure and analysis. Recognition of infection, contagious and non-contagious disorders. Familiarization with required action or remedial treatment, personal and public health safeguards.
		Electrical Therapy and Treatments	Familiarization with basic electrical principles and applications. High frequency (Tesla) current applications for facial and scalp treatment by direct surface or indirect methods. Familiarization with safety precautions, protective measures.
		Light Therapy	Use of ultra-violet, infra-red rays and dermal lamps. Familiarization with safety precautions and protective measures.
		Massage	Familiarization with basic manipulations and effects. Use and application of electric vibrators, high frequency applicators, therapeutic lamps.
3	Hairdressing Practice	Preliminaries	Analysis of patron's skin condition. Determination of type of facial and equipment required. Arrangement of supplies. Preparing patron: hair protection. Sanitizing hands.
	Facial Treatments	Facials	Giving facials for plain, vibratory, dry skin, oily skin and acne. Massage and manipulations. Vibrator use. Blackhead removal. Use of therapeutic lamps and high frequency (Tesla) current. Safety precautions. Clean up procedures. Sanitizing implements and hands after facials.
		Facial Make-Up	Application of make-up cosmetics: face types and applicable make-up, corrective make-up. Eyebrow arching.
4	Hairdressing Practice  <i>Scalp and Hair Treatments</i>	Giving Treatments	Recognition of scalp diseases or disorders; required action or corrective hair treatments. Scalp massage. Application of vibrators, dermal lights, infra-red lamps, ultra-violet rays, high frequency (Tesla) current. Use of steamers, heating caps and hair dryers. Sterilization and sanitizing procedures after treatments.
5	Hairdressing Practice  <i>Hair Cutting</i>	Preliminaries	Familiarization with modern hair styling and coiffures. Patron preparation. Analysis of head and facial contours, neckline, hair texture and condition. Selection of complimentary hair styling; implements and procedures.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Haircuts	Combing and brushing hair. Sectioning, thinning, shingling, tapering. Razor cutting and shear cutting. Shaping, cleaning and clipping natural and artificial necklines. Split hair end treatments. Finishing: clean-up and sanitizing procedures.
6	Hairdressing Practice <i>Shampoos</i>	Preliminaries  Shampooing	Patron preparation. Hair and scalp condition analysis: suitable shampoo selection. Arrangement of towels, supplies. Brushing hair when required.  Application of required shampoo. Shampooing bleached hair. Scalp massage and manipulations. Rinsing. Use of correct rinse. Drying and finishing. Dry cleaning hair pieces.
7	Hairdressing Practice <i>Hair Bleaching</i>	Bleaching	Patron preparation. Analysis of hair and scalp condition. Preparation of bleach and application, timing, colour development and testing. Virgin bleaches. Retouching. Reconditioning over-bleached hair. Rinsing and finishing. Drying and setting. Completing records. Equipment and implement cleaning and sanitizing.
8	Hairdressing Practice <i>Hair Colouring</i>	Colouring and Tinting	Patron preparation. Skin predisposition test results and required action. Hair, and scalp analysis: required action or pretreatment. Colour selection: test strand development and results. Blending, dyeing back and toning-down. Finishing: final shampoos and rinsing, drying and setting. Completing records. Equipment and implement cleaning and sanitizing.
9	Hairdressing Practice <i>Finger Waving</i>	Giving Finger Waves	Patron preparation. Hair shampooing or wetting, parting, combing and styling. Waving lotion application. Shaping the finger wave: hair parting, forming pin curls, plain waving, skip waving; reverse, cascade and ridge curls. Completing finger waves. Drying.
10	Hairdressing Practice <i>Permanent Waving</i>	Cold Waving  Thermal Waving	Patron preparation. Prewave hair analysis. Hair preparation. Blocking or sectioning, winding or wrapping, applying waving solution and processing, neutralizing, unwinding, towel drying. Cold wave completion. Finishing. Maintaining patron records.  Hair pressing and thermal roller curling.
11	Hairdressing Practice <i>Hair Styling</i>	Styling	Familiarization with artistry and complimentary styling, corrective styles for types of faces and profiles. Forming pin curls, roller curls, hair parting: comb and brush styling. Top, side and back patterns and comb-outs: basic settings and comb-outs. Hair piece use and arrangements. Hair spray use. Back-combing and back brushing.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
12	Hairdressing Practice <i>Manicuring</i>	Giving Manicures	Patron preparation. Table and tray preparation; sterilization and sanitizing procedures. Recognition of nail disorders, irregularities, diseases and appropriate action. Hand massage.
13	Hairdressing Salon Management	Responsibilities  Conduct	Familiarization with applicable government regulations and local by-laws. Safe and hygienic salon operation. Salesmanship. Handling routine correspondence. Financial operations; local scales of charges, overheads. Bookkeeping, financial statements. Purchasing supplies and equipment.  Public relations. Ethical conduct. Developing personality, tolerance, understanding and respect. Maintaining salon harmony. Punctuality.

O. Reg. 250/69, Sched. 2.

## REGULATION 36

### under The Apprenticeship and Tradesmen's Qualification Act

#### HAIRDRESSING SCHOOLS

1. In this Regulation, "hairdressing school" means any school, college, business institution or establishment that trains or professes to train persons to qualify for examination for a certificate of qualification in the certified trade of hairdresser but does not include,

- (a) a hairdressing shop in which apprentices are employed; or
- (b) a school or college that is under the jurisdiction of the Department of Education. O. Reg. 249/69, s. 1.

2. No person shall operate a hairdressing school,

- (a) unless he is the holder of a licence; and
- (b) unless he operates the school in accordance with the Act and this Regulation. O. Reg. 249/69, s. 2.

3.—(1) A licence to operate a hairdressing school shall be in Form 1 and the fee for the licence or a renewal thereof is \$50.

(2) An application for a licence to operate a hairdressing school shall be made to the Director in Form 2.

(3) A licence to operate a hairdressing school expires with the 31st day of December in the year in which it is issued.

(4) An application for renewal of a licence to operate a hairdressing school shall be made to the Director not later than the 1st day of December of each year. O. Reg. 249/69, s. 3.

4.—(1) The Director may refuse to issue or renew or may revoke a licence to operate a hairdressing school for reasonable cause and shall give notice of the decision to the applicant or licensee, as the case may be.

(2) The Director shall not take action under subsection 1 until after conducting a hearing for which notice in writing has been sent by registered mail to the applicant or licensee, as the case may be, to his last known address containing details of the grounds for such proposed refusal or revocation and the date, time and place of the hearing.

(3) Notice of the hearing shall be mailed seven clear days before the date thereof and if the applicant or licensee, as the case may be, fails to attend on the date and at the time and place appointed, the hearing may proceed and the Director may make a decision in his absence.

(4) At the hearing, the applicant or licensee, as the case may be, is entitled to be represented by counsel or by an agent, and to hear the evidence, to cross-examine, to call witnesses and to present argument. O. Reg. 249/69, s. 4.

5.—(1) Where the Director refuses to issue or renew or revokes a licence to operate a hairdressing school, an applicant or licensee, as the case may be, may by notice in writing within thirty days of the notice of the decision, appeal the decision of the Director to the Minister or such other person as is designated in writing by the Minister for the purpose.

(2) The Minister or such other person designated by him shall set the date, time and place for the hearing of the appeal, and notice of such hearing shall be sent by registered mail to the person appealing.

(3) If the person appealing fails to attend the hearing of the appeal on the date and at the time and place appointed, the hearing may proceed and a decision may be made in his absence.

(4) At the hearing of the appeal, the person appealing is entitled to be represented by counsel or by an agent, and to hear evidence, to cross-examine, to call witnesses and to present argument.

(5) The Minister or such other person designated by him shall hear the evidence and submissions and shall confirm the decision of the Director or order the licence to be issued, renewed or reinstated. O. Reg. 249/69, s. 5.

6.—(1) No holder of a licence to operate a hairdressing school shall enter into a contract to provide training and instruction with a candidate for enrolment unless the candidate,

(a) is at least sixteen years of age; and

(b) has completed Grade 9 in Ontario or has such other academic qualification that, in the opinion of the Director, is equivalent thereto,

and unless the licensee has,



- (c) notified the Director of the proposed enrolment of the candidate and has received confirmation of the Director's approval of the proposed enrolment.

(2) A copy of the executed contract shall be filed by the licensee with the Director and a fee of \$5 shall be paid by the licensee to the Director for registration of the enrolment of the candidate.

(3) No holder of a licence to operate a hairdressing school shall give training or instruction to a student unless he complies with subsections 1 and 2. O. Reg. 249/69, s. 6.

7.—(1) The period of training and instruction in a hairdressing school shall be at least 1,200 hours unless otherwise specified in writing by the Director.

(2) Subsection 1 does not apply to a holder of a certificate of qualification in the certified trade of hairdresser.

(3) No student in a hairdressing school shall accept any remuneration for work performed in the school. O. Reg. 249/69, s. 7.

8. A holder of a licence to operate a hairdressing school shall provide training and instruction in the subjects contained in schedules 1 and 2 to Regulation 35 of Revised Regulations of Ontario, 1970. O. Reg. 249/69, s. 8.

9. A hairdressing school shall employ at least one instructor for each ten students enrolled and in attendance at the school. O. Reg. 249/69, s. 9.

10. Every instructor shall,

- (a) be the holder of a certificate of qualification in the certified trade of hairdresser for at least three years; and
- (b) be a graduate of a teacher-training course that is approved by the Director,

and no instructor shall perform any hairdressing services for a customer of the school except while he is actually demonstrating to a student or accept any remuneration from a customer for work performed in the school. O. Reg. 249/69, s. 10.

11. Where the Director so requires, an instructor or student shall furnish, within a reasonable time, a certificate of a legally qualified medical practitioner that the instructor or student is not suffering from any communicable disease. O. Reg. 249/69, s. 11.

12. No sign, placard or other advertising matter shall be used in connection with a hairdressing school unless it has been approved by the Director. O. Reg. 249/69, s. 12.

13.—(1) The premises of a hairdressing school shall be identified by a sign visible from the street and where a hairdressing school and a hairdressing shop are operated on the same premises, they shall be separated by a solid partition reaching from the floor to the ceiling and the school shall have a separate entrance.

(2) The holder of a licence to operate a hairdressing school shall ensure that the school,

- (a) is properly equipped for teaching trade theory and practice; and
- (b) has a total of forty square feet of floor space for each student.

(3) Each chair in a hairdressing school shall be placed so that the centre of its base is at least five feet distant from the centre of the base of any other chair used for the purpose of hairdressing. O. Reg. 249/69, s. 13.

14. The premises of a hairdressing school shall be,

- (a) properly painted or papered;
- (b) properly lighted and ventilated;
- (c) supplied with an ample supply of hot and cold running water;
- (d) supplied with pure drinking water; and
- (e) kept in a clean and sanitary condition,

and the licensee shall ensure that,

- (f) any repairs required to keep the premises in a safe and habitable condition are made; and
- (g) the cause of any effluvia arising from any defective drain or plumbing is removed and the defect is corrected. O. Reg. 249/69, s. 14.

15.—(1) The holder of a licence to operate a hairdressing school shall ensure that separate washrooms and toilet rooms for male and female persons are provided and the rooms shall,

- (a) be conveniently accessible; and
- (b) have legible signs indicating for which sex the room is provided and be constructed so as to prevent a view of their facilities from outside the room.

(2) The holder of a licence to operate a hairdressing school shall ensure that,

- (a) a washroom contains one washbasin for each fifteen students or fraction thereof;

(b) a toilet room provided for male persons contains not less than one enclosed flush toilet provided with a suitable door and latch and one urinal for each twenty-five male students or fraction thereof; and

(c) a toilet room provided for female persons contains not less than one enclosed flush toilet provided with a suitable door and latch for each fifteen female persons.  
O. Reg. 249/69, s. 15.

16. Every student in a hairdressing school shall be given a minimum of one-half hour for lunch.  
O. Reg. 249/69, s. 16.

17. Customers of a hairdressing school shall not be charged in excess of the amounts shown for the following operations:

i. hair colouring.....	\$2.50
ii. cold wave permanent.....	7.00
iii. shampoo and set.....	1.00
iv. facial including manipulations.....	1.00
v. hair and scalp treatment and conditioning.....	1.00
vi. manicure.....	.80
vii. bleaching.....	3.00
viii. toner.....	3.00
ix. haircut.....	1.00

O. Reg. 249/69, s. 17.

18—(1) No training or instruction shall be given in a hairdressing school,

(a) on a holiday; and

(b) before 8.00 a.m. or after 10.00 p.m. on a day other than Saturday; or

(c) before 8.00 a.m. or after 6.00 p.m. on a Saturday.

(2) No weekly period of training and instruction shall exceed a total of forty hours for any student.  
O. Reg. 249/69, s. 18.

19. Every student and every instructor in a hairdressing school shall wear a clean light-coloured coat or smock of washable material. O. Reg. 249/69,

20. Every student and every instructor shall thoroughly clean his hands immediately before attending a customer. O. Reg. 249/69, s. 20.

21.—(1) All combs, clippers, scissors, shaving brushes, razors, tweezers, blackhead removers, finger bowls, files, pushers, buffers, and all massage and scalp applicators and other instruments shall be thoroughly cleaned and sterilized by immersion in boiling water or in a suitable antiseptic solution, immediately before each use and instruments that cannot be so treated shall not be used.

(2) All hair brushes shall be immersed in a strong antiseptic solution, rinsed in clear water and dried with a clean towel or by heat, before being used on a customer. O. Reg. 249/69, s. 21.

22. Lather used for shampooing hair shall be made only from powdered or liquid soap or other preparations contained in non-reusable tubes or pressurized containers. O. Reg. 249/69, s. 22.

23.—(1) A clean towel shall be placed on the headrest of every chair used for the purpose of hairdressing and a fresh, clean towel shall be used for each customer.

(2) A fresh, clean neck band or towel shall be placed around the neck of each customer immediately under the hair cloth.

(3) Each towel or steamer used shall be fresh and clean.

(4) A fresh, clean insert for each customer shall be used with a steamer cap or machine. O. Reg. 249/69, s. 23.

24. Hair cloths and all other linen used in a hairdressing school shall be kept clean and freshly laundered. O. Reg. 249/69, s. 24.

25. No caustic or styptic pencil shall be used on a customer and no alum or other astringent shall be applied except in powder or liquid form. O. Reg. 249/69, s. 25.

26. No powder puff or sponge shall be used, but fresh, sterilized cotton wadding shall be used in lieu thereof for each customer. O. Reg. 249/69, s. 26.

27. No hairdressing shall be performed on a customer where a rash is present on the surface to be treated or the surface is inflamed. O. Reg. 249/69, s. 27.

28. No sink or basin used for domestic purposes shall be used in conjunction with a hairdressing school. O. Reg. 249/69, s. 28.

29. A room shall be provided to be used for eating purposes and no food shall be consumed in the school in a place other than that room. O. Reg. 249/69, s. 29.

30. No hairdressing school shall be used for residential purposes. O. Reg. 249/69, s. 30.

**Form 1***The Apprenticeship and Tradesmen's Qualification Act***LICENCE TO OPERATE A  
HAIRDRESSING SCHOOL**

Under *The Apprenticeship and Tradesmen's Qualification Act* and the regulations, and subject to the limitations thereof, this licence is issued to

.....  
(name)

of .....

.....  
(address)

to operate a hairdressing school under the name:

This licence expires with the....day of.....,

19....

Dated at Toronto, this.....day of.....,

19....

.....  
(signature of issuer)

O. Reg. 249/69, Form 1.

**Form 2***The Apprenticeship and Tradesmen's Qualification Act***APPLICATION FOR LICENCE TO  
OPERATE A HAIRDRESSING SCHOOL**

To:

Director,  
Industrial Training Branch,  
Department of Labour,  
Toronto, Ontario.

.....  
(name)

.....  
(address)

hereby makes application for a licence to operate a hairdressing school under the name:

at.....  
(address of school)

Dated this.....day of....., 19.....

.....  
(signature of applicant)

O. Reg. 249/69, Form 2.



## REGULATION 37

### under The Apprenticeship and Tradesmen's Qualification Act

#### HEAVY DUTY EQUIPMENT MECHANIC

1. In this Regulation,

- (a) "certified trade" means the trade of heavy duty equipment mechanic;
- (b) "heavy duty equipment" means any mobile equipment and attachments thereto used for building construction and engineering construction or for logging, mining and farming operations but does not include equipment registered for use on a highway under *The Highway Traffic Act* used primarily for the transport of persons, equipment or goods;
- (c) "heavy duty equipment mechanic" means a person who services, repairs and maintains heavy duty equipment. O. Reg. 96/69, s. 1.

2. The trade of heavy duty equipment mechanic is designated as a certified trade for the purposes of the Act. O. Reg. 96/69, s. 2.

3. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) in practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 96/69, s. 3.

4.—(1) Subject to subsections 2, 3 and 4, an apprentice shall complete five periods of training and instruction of 1800 hours per period.

(2) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete five periods of training and instruction of 1600 hours per period.

(3) Where the apprentice has successfully completed Grade 10 in Ontario or has such other academic qualification that, in the opinion of the Director, is equivalent thereto and in addition has successfully completed an approved pre-apprenticeship program, he shall complete five periods of training and instruction of 1600 hours per period.

(4) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto and in addition has successfully completed an approved pre-apprenticeship program, he shall complete five periods of training and instruction of 1200 hours per period. O. Reg. 96/69, s. 4.

5. A person holding a certificate of qualification in the certified trade of motor vehicle mechanic may qualify for examination for a certificate of qualification in the trade of heavy duty equipment mechanic by becoming indentured as an apprentice in the trade of heavy duty equipment mechanic and completing the final two periods of training and instruction of 1800 hours per period in the subjects contained in the Schedule. O. Reg. 96/69, s. 5.

6. Notwithstanding section 5, a holder of a certificate of qualification in the certified trade of motor vehicle mechanic may qualify for examination for a certificate of qualification in the trade of heavy duty mechanic by submitting written evidence, satisfactory to the Director, of having had at least two years experience as a journeyman in the trade of heavy duty equipment mechanic. O. Reg. 96/69, s. 6.

7. Sections 8 and 9 and subsections 2 and 4 of section 10 of the Act do not apply to a person who works or is employed in the certified trade. O. Reg. 96/69, s. 7.

8. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 60 per cent during the second period of training and instruction;
- (c) 70 per cent during the third period of training and instruction;
- (d) 80 per cent during the fourth period of training and instruction;
- (e) 90 per cent during the fifth period of training and instruction,

of the average rate of wages for journeymen employed by the employer in the trade or, where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. O. Reg. 96/69, s. 8.

9. The subjects of examination for an apprentice are the subjects set out in Parts 1 and 2 of the Schedule. O. Reg. 96/69, s. 9.

10. A certificate of qualification in the certified trade remains in force until cancelled or suspended in accordance with the regulations. O. Reg. 96/69, s. 10.

Schedule

HEAVY DUTY EQUIPMENT MECHANIC

PART 1

In-School Training

Item	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics	Arithmetic	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes.
		Geometry	Lines, planes and angles.
2	Science	Physics	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.
4	Drafting	Basic Drafting and Interpretation	Preparation of elementary working drawings and dimensioned sketches of heavy duty components. Interpretation of exploded drawings, electrical and hydraulic circuits and schematics used in manufacturers' manuals.
5	General Shop Practice	Safety	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling of gasoline, fuel oils, lubricants and cleaning solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.
		Hand Tools	Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files, drifts, scrapers, snips, clamps, drill bits, reamers, vises, taps and dies. Stud extractors. Hones.
		Power Tools	Use and care of portable air and electric drills, impact tools, grinders.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Benchwork	Cutting with hacksaw, filing, scraping, drilling, use of drill press. Use of bench grinder; Grinding of drill bits, chisels, etc. Fitting bearings, bushings; honing; cutting and flaring tubing. Soldering. Gasket making. Oxy-acetylene and arc welding and cutting. Brazing techniques. Care and maintenance of welding equipment.
		Measuring Instruments	Use of rules, straight edges and squares. Feeler gauges, calipers, verniers, micrometers, telescopic gauges, dial indicators, trammel gauges, pressure gauges.
		Fastening Devices	Purpose and types of bolts, nuts, studs, screws and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures. Tightening torques. Cutting internal and external threads. Removing broken studs. "Heli-Coil" inserts. Purpose and types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants, sealers and locking compounds.
		General Shop Equipment	Capacities and correct usage of floor cranes, hoists, jacks, stands, blocking, shop and portable hydraulic presses and pullers. Power hacksaws. Operation and maintenance of degreasing and steamcleaning equipment and air compressors. Capacities and use of tow trucks and related recovery equipment.
6	Internal Combustion Engines	Principles, Types and Definitions	Principles of operation; 2 and 4 stroke cycles. Gasoline and Diesel engines. Dual fuel and starting engines. Engine types—single and multi-cylinder, in-line, slanted, "V" types, flat or pan-cake. Firing orders, bore, stroke, combustion, piston displacement, volumetric efficiency, compression ratios and pressures, horsepower, torque. Engine formulae. Thermal efficiency. Heat transfer. Combustion chamber design. Ignition lag.
		Engine Components	Types and function of components; cylinder blocks, wet and dry liners, cylinder heads, pistons, rings and pins, connecting rods. Bearings, crankshafts, valves and guides, valve trains, camshafts, timing gears or chains, gaskets and seals, manifolds, flywheels and ring gears. Vibration dampers and balancers. Vacuum and compression tests; valve lash. Disassembling, cleaning, inspecting, testing, repairs, reconditioning or replacement. Boring, sleeving, honing, grinding, aligning and fitting operations. Reassembly sequence for engines and components. Fits, clearances and tolerances. Torquing. Valve timing; lash adjustment. Engine testing procedures. Dynamometer testing.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Types and Classification of Lubricants	Characteristics of lubricants: Straight mineral and additive types. S.A.E. viscosity ratings. A.P.I. classification. Military specifications. Gear lubricants and greases. Oil contamination and deterioration; effects of fuel-oil sulphur content. Frequency of change intervals. Dilution and heating for extreme cold temperature operation.
		Lubricating Systems	Types of engine lubricating systems. Pump types and function; pressure, scavenging. Screens full-flow and by-pass filters. Pressure regulation and control. Crankcase ventilation. Lubricant heaters. System servicing and overhaul procedures.
		Cooling Systems	Air and liquid cooled pressurized systems. Blowers, water pumps, fans and drives. Radiators; shrouds and shutters. Manifolds. Thermostats. Hoses and connections. Temperature indication and control methods. Corrosion and sludge control filters. Oil coolers. Immersion heaters. Coolant, additives, sealers, and anti-freeze. Cleaning agents. Reverse flushing. Radiator flow testing. System testing, repair and overhaul procedures.
		Fuel Systems (Gasoline)	Carburetion principles. Fuel/air ratio. Vaporization and atomization. Mixtures. Detonation; octane ratings. Preignition.
		(Fuel Supply)	Mechanical and electric fuel pumps, filters, fuel tanks and supply lines. Venting methods.
		(Carburetors)	Carburetor types and operation: circuits, systems and components. Air cleaners. Carburetor and fuel system testing, cleaning, repair and overhaul procedures.
		Fuel Injection Systems	Characteristics of diesel fuels; sulphur content, cetane number. Handling precautions.
		(Combustion Principles)	Combustion principles; compression ignition. Air and solid injection, atomization, penetration, turbulence. Delay period. Clean air/fuel requirements. Combustion systems; open, turbulence and pre-combustion chambers, air cells, energy cells. Dual fuel engines. Air induction and scavenging principles; volumetric efficiency, supercharging.
		(Air Induction Systems)	Pipes and manifolds. Gaskets and seals. Air cleaners; oil bath, dry (single and double stage). Dust ejectors. Precleaners. Air heaters. Positive displacement blowers and turbo-chargers. After-coolers. Manifold boost pressures. Inspection, testing, maintenance and overhaul procedures.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		(Fuel Supply)	Types and characteristics of fuel tanks, lines, air traps, primary and secondary filters, water traps, primary transfer pumps, pressure regulating valves. Hand primers. Venting methods. Maintenance, repair and overhaul procedures.
		(Injection Pumps and Injectors)	Types, characteristics, and operation; hydraulic, distributor, pressure-time. Unit injection. Constant and variable stroke pumps. Automatic injection timing controls. Importance of cleanliness. Injector types, characteristics, application and operation; hydraulic, mechanical, P.T., unit injectors. Nozzle types and application. Injection cut-off. Shut-down controls. Low and high pressure lines. Bleeding systems. Timing pumps to engines. Inspection, adjustment, overhaul and testing procedures. Use of test stands and equipment for timing and calibrating pumps and testing injector operation.
		(Governors and Controls)	Types, characteristics and operation; mechanical, mechanical and hydraulically assisted, hydraulic, constant speed, variable or limiting speed. Air/fuel ratio controls. Safety shut-off controls and warning systems. Speed/load adjustments and overhaul procedures.
		Fuel Systems (Liquefied Petroleum Gas and Vaporizing Oils)	Use and operation of L.P.G. systems. Charging L.P.G. tanks. Principles of operation using vaporizing oils.
7	Belt and Chain Drives	Installation and Maintenance	Characteristics of "V" Belts, and chain drives. Checking pulley and sprocket condition and alignment. Inspecting, adjusting and replacement procedures.
8	Exhaust Systems	Mufflers, Pipes and Components	Purpose and features of exhaust systems. Heat riser passages. Turbo-chargers. Back pressure checks. Inspecting, overhauling and replacing exhaust systems and components. Stress relieving systems.
9	Electrical Systems	Basic Electricity	Definition of amperes, voltage, resistance, Ohm's Law. Electron flow. Electro-magnetism. Series and parallel circuits. Voltage drop. Conductors and insulators. Use of voltmeters, ammeters, and ohm-meters.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Electrical Circuits	Characteristics of typical heavy duty equipment circuits. Voltages and currents. Ground circuits. Automotive type wire and cables. Insulation materials and conduits. Joining, splicing, soldering and insulating wires and cables. Removal and installation of terminals, connectors and plugs. Effects of temperature, shorts, grounds, poor connections. Resistances, fuses and circuit breakers. Identification, tracing and testing of circuits.
		Switches and Instruments	Operation and function of equipment switches, relays and gauges. Indicator lights. Hour meters. Rheostats, resistors, capacitors and semi-conductors. Test, repair and replacement procedures.
		Batteries	Principles, characteristics and function of lead acid batteries. Electro-chemical action. Electrolyte. Voltage developed. Ampere hour ratings. Sulfation. Inspection, testing and maintenance. Use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Charging and handling hazards. Dry-charged batteries; activation procedures. Battery heaters. Use of booster batteries.
		Coil Ignition Systems	Characteristics and function of ignition coils. Electro-magnetic induction. Polarity, secondary voltage range, internal and external resistors. Coil testing equipment; output, insulation and polarity tests. Function, mounting and driving of distributors. Internal electrical circuits. Cam lobes, single and double contact points, dwell angle, condensers. Centrifugal and vacuum advance. Secondary voltage distribution. Radio suppression. Ignition timing. Inspection, testing and overhaul procedures. Synchronizing dual points and distributors. Engine speed settings.
		Magneto Ignition	Characteristics, construction and principles of operation. Primary and secondary circuits. Breaker mechanisms. Impulse couplings. Spark advance methods. Timing procedures. Magneto inspection, testing, adjusting and overhaul.
		Spark Plugs	Characteristics and operation. Temperature control and heat ranges. Radio suppression. Analyzing deposits. Testing, cleaning, gapping and installing. Torquing.
		D.C. Charging Systems (Generators)	Characteristics. Internally and externally grounded fields. Positive and negative grounded systems. Generator construction; principles of operation. Electro-magnetic induction. Electrical and magnetic circuits. Commutation. Polarizing. Regulators and



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		A.C. Charging Systems (Alternators)	relays; principles of operation and construction features. 2 and 3 unit, double contact, heavy duty and carbon pile regulators. Voltage and current regulation; cut-out relays. Temperature compensation.  Characteristics. Internally and externally grounded fields. Positive and negative ground systems. Internally and externally grounded systems. Alternator construction; principles of operation. Electromagnetic induction. Electrical circuits ("Y" and delta). Magnetic circuits. Rectification. Current limitation. A.C. regulators and relays; vibrating contact, transistorized, transistor types. Principles of regulator and relay operation. Voltage regulators, field relays. Temperature compensation.
		Inspection, Testing Repair and Overhaul	Inspection and test procedures for generators, alternators, regulators, relays, wiring and ground circuitry. Removing, disassembling, cleaning, overhauling, adjusting, bench-testing and reinstalling generators, alternators, regulators, and relays. Replacing wiring. Replacing transistors and diodes. Generator and alternator lubrication.
		Starter Motors	Characteristics. Construction features. Principles of operation. Electro-magnetism. Electric and magnetic circuits. Commutation. Series and compound cranking motors. Starter motor drive units. Motor solenoids and switches. Solenoid circuits; battery disconnect switches. Inspecting and testing starting circuits; motors, solenoids, cables and wiring. Cleaning, repair and overhaul procedures.
		Special Starting Systems	Series parallel and magnetic switch systems. Diesel starting aids; glow plugs, air heaters, flame primers, ether capsules. Air and hydraulic starter motors, drive units and controls. Testing, repairing or overhauling components.
		Lights	Type and characteristics. Bulbs and seal beam units. Lenses and holders. Signal lights; flasher units, radio interference. Series and parallel circuits. Circuit fuses. Ground circuits. Aiming, testing, installing and repairing lights.
		Horns	Characteristics. Electric and air/vacuum types. Horn operation. Electrical circuits and relays. Amperage draw. Air/vacuum horn controls. Fuses. Inspecting and adjusting horns.
		Windshield Wipers	Characteristics and operation; electric single and multi-speed, air/vacuum types. Drives and linkage. Arms and blades. Speed control. Fuses. Washer operation and cycling. Overhaul and repair procedures.

Item	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Heaters and Defrosters	Types, characteristics and operation. Testing, adjustment or replacement of blower motors, actuating and control systems and components.
10	Power Trains	Clutches (Including Cranes and Shovels)	Types, characteristics and construction features; over-center and spring-loaded. Single plate, multi-plate. Oil and dry types. Function of controls; mechanical, hydraulic, vacuum, air and electrically assisted. Adjustments. Disassembly, inspection and overhaul of clutches and components. Assembly lubricants. Clutch reinstallation; aligning procedures; control adjustments and clearances. Testing.
		Manual Shift Transmissions	Types, characteristics and construction features. Constant mesh and sliding gear transmissions. Over-drive units and auxiliary transmissions. Gear ratios, speed ranges. Spur gears, helical gears, bevel gears and pinions, gear shift inter-locks and sliding jaw clutches, internal shift mechanisms. Power flow paths. Lubrication; oil sealing and venting, oil filters. Direct, remote and assist control mechanisms; servicing and adjustments. Removal and overhaul of transmissions, linkages and controls. Inspection procedures. Bevel gear and pinion adjustment. Bearing preload. Reinstallation and adjustments.
		Power Shift Transmissions (Hydraulic)	Types, characteristics and construction features. Principles of operation of planetary gears, clutch packs; friction and reaction plates, servos, bands and drums, fluid couplings, torque converters and dividers, single and double stage. Hydraulic components and circuits. Speed ranges and power flow paths. Transmission oils; oil coolers and filters; oil sealing and venting; draining, refilling and level checking procedures, Test procedures; tools and testing equipment. Performance characteristics; comparison with specifications; interpretation of results. Stall testing torque converters. Testing oil coolers. Removal, overhaul and reinstallation procedures for transmissions, fluid couplings and torque converters; tools, gauges and handling equipment. Cleanliness. Inspection of parts; tolerance specifications, fits and clearances. Torquing procedures. Control adjustments.
		Drive Shafts	Characteristics; open drive shafts, center or support bearings, universal joints, flexible couplings, slip joints and enclosed drive lines. Disassembly, overhaul or relubing; alignment, reassembly and reinstallation procedures. Torquing.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Axles and Differentials	Characteristics and function. Live axle types. Multi-speed, tandem drive, trans-axles, standard and torque proportioning differentials, front driving axles, wheel planetary drives. Lubrication; oil sealing and venting. Axle and differential control mechanisms; mechanical, electrical, air or vacuum operated: Testing, adjusting, and overhaul procedures. Types and characteristics of axle bearings. Removing, relubing, replacing, adjusting or torquing. Oil seals and deflectors; replacement methods. Removing, overhauling and reinstalling axles and differentials. Backlash and tooth contact adjustments; bearing preload.
		Final Drives (Crawler Tractors)	Types and characteristics; single and double reduction spur gears and planetary reduction. Bearings. Oil seals. Hub, sprocket and shaft removal. Inspection, overhaul and adjustment procedures. Use of hydraulic pullers.
11	Running Gear	Front End Geometry	Purpose and definition of caster, camber, toe-in, and kingpin inclination. Correction methods and sequence.
		Front Suspension (Solid Axle)	Construction features. "I" beam and trunnion mounted types. "A" frames, radius rods. Servicing and straightening procedures.
		Suspension Systems	Characteristics of leaf springs, helper springs, mountings and related parts. Coil spring, torsion bar and air/hydraulic, nitrogen/hydraulic suspension systems. Shock absorbers, stabilizers, hangers and suspension control rods. Inspecting, overhauling suspensions and related components. Torquing. Lubrication.
		Chassis and Main Frames	Types and construction features; wheeled equipment. Crawler-base equipment; "A" frames, base, arch and deck frames. Equalizer bars. Pivot shafts. Draw-bars. Outriggers (truck mounted cranes). Inspection, repair and aligning procedures. Heat straightening. Rivetted, welded and bolted frame repairs.
		Track Assemblies	Types and construction features; track frames, front idlers, track rollers, carrier rollers, bearings, seals, recoil cylinders and springs. Tracks; shoes, links, bushings, pins, drive sprockets. Track tensioning systems. Track system wear points and measurement. Pivot shaft and equalizer bar mountings. Inspection, repair and overhaul procedures. Track frame alignment and straightening. Correct lifting and supporting methods. Hydraulic track pin removal equipment.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Steering Systems (Wheeled Equipment)	Types and characteristics; cam and lever, worm and roller, worm and sector, recirculating ball. Steering linkage, bushings and joints. Pumps, control valves and steering cylinders. Feed-back methods. Leaning wheel mechanisms. Multi-wheel steering. Oil seals. Level checking. Bleeding systems. Inspection, adjustment and overhaul procedures.
		(Crawler Tractors)	Types, construction features and operation; multi-disc steering clutches and brakes; oil cooled and dry types. Differential and planetary geared systems. Controls and boosters. Lubrication. Steering clutch and brake linkage adjustments. Inspection and overhaul procedures.
		Wheels and Rims	Types, sizes and characteristics. Wheel to hub fastenings and locating devices. Removing and re-installing wheels and rims. Correct jacking points. Inspecting, repairing and servicing. Permissible run-out.
		Tires and Tubes	Types, sizes, characteristics and construction. Inspection and identification of tire wear and irregularities. Demounting and mounting methods; equipment and lubricants. Tire, tube and valve repair. Inflation precautions. Retreaded tires. Tire weighting to improve traction; dry and liquid methods.
12	Brake Systems	Service Brakes	Types, function and principles of brake actuating devices and brake operating systems; hydraulic, air, air-hydraulic, electric. Operation of system components; air compressors, unloader valves, governors, reservoirs; emergency relay valves, treadle controls, quick release valves, protection valves, low pressure indicators, flexible hoses and fittings. Operation of brake chambers, slack adjusters, brake shoes and linings, anchor pins, camshafts and rollers. Master cylinders and wheel cylinders. Hydraulic and exhaust type hill-retarder systems. Inspection, overhaul, reassembly, adjustment and testing of brake assemblies and systems. Servicing intervals. Reassembly lubrication. Road testing.
		Parking and Emergency Brakes	Characteristics and construction features; disc and drum types. Maxi-brakes. Inspection, adjusting and overhaul procedures.
13	Hydraulics	Basic Principles	Hydraulic principles; Pascal's Law. Basic hydraulic systems and schematics. Applications. Safe work practices.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Pump Units	Characteristics; vane, gear and piston pumps. Positive displacement, fixed and variable delivery. G.P.M. flow. Aeration. Cavitation. Hydraulic fluid types and characteristics. Inspection, testing and overhaul procedures.
		Hydraulic Cylinders	Types and characteristics; single and double acting, single and double end. Cushion rings and plungers. Seals and packings. Inspection, servicing and overhaul procedures.
		Hydraulic Valves and Lines	Valve types and characteristics; flow types; check, flow-control, divider. Pressure types; relief (simple compound), differential, modulating, safety. Control types; spool, 2-way, 4-way. Inspection, testing, servicing and overhaul procedures. Hydraulic lines and fittings; selection of pipes, tubing and flexible hoses; working pressures, temperature requirements. Installation and maintenance procedures.
		Reservoirs and Accumulators	Reservoir characteristics and construction features; capacity, location, clean-outs, filters, strainers, baffles, breathers. Heat dissipation. Fluid coolers. Condensation. Heaters for extreme low temperature operation. Accumulator characteristics and function; Spring loaded and gas charged (nitrogen) types. Surge and shock damping action. Servicing and overhaul procedures.
		Hydrostatic Drives	Types of drives; prime movers, pumps, motors, valve controls. Torque ranges. Output characteristics; constant torque/variable horsepower, constant horsepower/variable torque, variable horsepower/variable torque. Servicing and overhaul procedures.
14	Attachments and Ancillary Equipment	Power Winches	Front and rear mounted types. Single drum, double drum. Clutch types; cone, multi-disc. Gear drives. Controls. Inspection, adjustment and overhaul procedures.
		Accessories and Equipment	Types and characteristics; bulldozer blades, push arms and "C" frames. Loader frames, lift and tilt arms, buckets, loading forks. Scraper bowls, aprons, ejectors. Crane booms, shovel fronts, pull-shovels, drag and clam buckets. Grader scarifiers, rippers, blades, snow plows and wings. Gradall buckets, blades, stumping hooks. Paving equipment; augers and screeds. Crusher rolls and pitman jaws. Plant pugmills and driers. Inspection, repair and overhaul procedures. Repair or replacement of cutting edges and wear points. Adjustment and overhaul of controls.

## PART 2

## Work Instruction Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. First aid. Fire prevention. Use of hand and power tools, measuring instruments, fastening devices and general shop equipment. Benchwork operations. (As detailed in Part 1.)
2	Internal Combustion Engines	<p>Operation, Testing and Adjustment (Gasoline and Diesel)</p> <p>Engine Reconditioning</p> <p>Lubricants</p> <p>Lubricating Systems</p> <p>Cooling Systems</p> <p>Fuel Systems (Gasoline)</p>	<p>Familiarization with engine types, components and correct operation. Recognition of abnormal engine noises and exhaust. Vacuum and compression testing. Identification of effects of cylinder and bearing wear, defective valves, gaskets, seals, incorrect valve timing, lubricant and coolant temperatures on engine performance. Torquing heads and manifolds. Adjusting valve lash.</p> <p>Engine and component disassembly; cleaning, inspection, repair, reconditioning or replacement. Boring, sleeving, honing, grinding, alignment and fitting operations. Reassembly of engines and components. Fits, clearances and tolerances. Valve timing. Torquing. Engine testing.</p> <p>Familiarization with lubricant characteristics, classifications and ratings; contamination and deterioration, frequency of change intervals.</p> <p>Familiarization with types, operation and requirements. Servicing, overhaul or replacement of pumps, screens, oil lines and filters. Testing, servicing and adjustment of pressure regulators, controls and crankcase ventilation systems.</p> <p>Air and liquid cooled pressurized systems. Inspection, testing, overhaul or replacement of blowers, fans, water pumps, drives, radiators, shrouds and shutters, manifolds, thermostats, hoses and connections, temperature indicators, immersion heaters, transmission oil coolers, filter units. Radiator reverse flushing and flow-testing; use of cleaning agents, coolant additives, sealers. Testing anti-freeze solutions.</p> <p>Mechanical fuel/vacuum and electric pumps. Testing, repair, overhaul or replacement of pumps, tanks and supply lines. Carburetors; types, operation, circuits and systems. Air cleaners. Testing, adjusting, cleaning, overhaul and tune-up operations.</p>



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		<p>Fuel Injection Systems</p> <p>Fuel Systems (Liquefied Petroleum Gas and Vaporizing Oils)</p>	<p>Precombustion chambers, air cells, energy cells. Dual fuel engines. Manifolds. Air cleaners. Air heaters. Blowers and turbo-chargers. Aftercoolers. Fuel tanks, lines, air traps, filters, water traps, primary transfer pumps, pressure regulating valves. Hydraulic, distributor, pressure-time injection pumps. Hydraulic, mechanical, P.T., unit injectors. Fuel injection and air induction system inspection, adjustment, overhaul and testing operations. Timing and calibrating pumps and testing injector operation. Bleeding systems. Timing pumps to engines. Governors and controls. Speed/load adjustments and overhaul operations. Shutting-down over-speeding engines.</p> <p>Use and operation of L.P.G. systems. Charging L.P.G. tanks. Principles of operation using vaporizing oils.</p>
3	Belt and Chain Drives	Installation and Maintenance	Inspecting, installing, aligning and adjusting; "V" belts, pulleys, chains and sprockets.
4	Exhaust Systems	Mufflers, Pipes, Components	Back pressure checks. Replacing exhaust systems. Overhauling components.
5	Electrical Systems	<p>Electrical Circuits</p> <p>Switches and Instruments</p> <p>Batteries</p> <p>Coil Ignition Systems</p> <p>Magnetos, Impulse Couplings</p> <p>Spark Plugs</p>	<p>Identification, tracing and testing of circuits. Use of voltmeters, ammeters and ohmmeters. Joining, splicing, soldering and insulating wires and cables. Removal and installation of terminals, connectors, plugs, resistances, fuses, circuit breakers, conduit.</p> <p>Switches, relays and gauges, meters, indicator lights, rheostats, resistors, capacitors and semi-conductors. Testing, repair and replacement.</p> <p>Inspection, testing and maintenance. Use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Activation of dry-charged batteries. Battery heaters.</p> <p>Ignition coil inspection, testing and replacement. Testing primary and secondary circuits. Replacement of primary and high tension wiring, primary circuit switches and resistors. Distributor tests. Inspection and overhaul procedures. Lubrication. Installation and timing. Synchronizing dual points and distributors. Engine speed adjustments.</p> <p>Inspection, testing, adjusting, overhaul and timing.</p> <p>Analyzing deposits. Testing, cleaning, gapping and installing.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Charging Systems D.C. (Generators) A.C. (Alternators)	Inspection and testing of generators, alternators, regulators, relays, wiring and ground circuitry. Removing, overhauling or replacing and reinstalling. Polarizing generators. Lubrication. Replacing transistors and diodes. Bench testing and adjustment of regulators and relays.
		Starter Motors	Inspecting and testing starting circuits, motors, drive units, switches, solenoids, cables and wiring. Removing, overhauling, testing and reinstalling. Lubrication.
		Special Starting Systems	Series parallel and magnetic switch systems. Diesel starting aids: glow plugs, air heaters, flame primers, ether capsules. Air and hydraulic starter motor systems. Testing, repairing or replacing components.
		Lights	Circuits. Bulbs and seal beam units. Lenses and holders. Signal lights; flasher units. Aiming, testing, installing and repairing lights and wiring.
		Heaters and Defrosters	Testing, adjustment or replacement of blower motors, actuating or control systems.
		Horns	Electric and air/vacuum types. Electrical circuits and relays. Air/vacuum horn controls. Testing, adjusting, or replacement.
		Windshield Wipers and Washers	Electric single and multi-speed, air/vacuum types. Speed controls and washers. Overhaul, repair or replacement.
6	Power Trains	Clutches (Including Cranes and Shovels)  Manual Shift Transmissions  Power Shift Transmissions (Hydraulic)	Single and multi-plate; mechanical, hydraulic, vacuum, air and electrically operated controls; servicing and adjustment. Inspection, overhauling and reinstallation. Control adjustments and clearances. Testing.  Standard transmissions; constant mesh and sliding gear. Direct and remote controls, power assist mechanisms, over drives, auxiliary drives. Servicing and adjustment. Removal, inspection, overhaul and reinstallation. Control adjustments. Lubrication. Testing.  Shop testing; Familiarization with performance characteristics and specifications. Pressure testing transmission oil circuits; interpretation of results. Testing oil coolers. Stall testing torque converters. Removal, inspection, overhaul and reinstallation procedures for transmissions, fluid couplings, torque converters and hydraulic components. Torquing. Level checking. Control adjustments.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Drive Shafts	Open drive shafts, center or support bearings, universal joints, flexible couplings, slip joints and enclosed drive lines. Disassembly, overhaul or relubing; reassembly and reinstallation.
		Axles and Differentials	Live axles. Multi-speed, tandem drive, trans-axles, standard and torque proportioning differentials, front driving axles, wheel planetary drives. Axle and differential control mechanisms; mechanical, electrical, air or vacuum operated. Testing, adjusting and overhaul procedures. Axle bearings. Removing relubing, replacing, adjusting or torquing. Oil seal replacement. Removing, overhauling and reinstalling axles and differentials. Lubrication.
		Final Drives (Crawler Tractors)	Single and double reduction spur gears and planetary reduction. Bearings. Oil seals. Hub, sprocket and shaft removal. Inspection, overhaul and adjustment operations. Use of hydraulic pullers.
7	Running Gear	Front Suspension (Solid Axle)	"I" beam and trunnion mounted types. "A" frames, radius rods. Servicing and straightening procedures. Correction of caster, camber, toe-in, and kingpin inclination.
		Suspension Systems	Leaf springs, helper springs, mountings and related parts. Coil spring, torsion bar and air/hydraulic, nitrogen/hydraulic suspension systems. Shock absorbers, stabilizers, hangers and suspension control rods. Inspecting, overhauling suspensions and related components. Torquing. Lubrication.
		Chassis and Main Frames	Wheeled equipment. Crawler-base equipment; "A" frames, base arch and deck frames. Equalizer bars. Pivot shafts. Draw-bars. Articulated frames. Outriggers (truck mounted cranes). Inspection, repair and aligning. Heat straightening. Rivetted, welded and bolted frame repairs.
		Track Assemblies	Track frames, front idlers, track rollers, carrier rollers, bearings, seals, recoil cylinders and springs. Tracks; shoes, links, bushings, pins, drive sprockets. Track tensioning systems. Track system wear measurement. Pivot shaft and equalizer bar mountings. Inspection, adjustment, repair and overhaul. Track frame alignment and straightening. Use of hydraulic track pin removal equipment.
		Steering Systems (Wheeled Equipment)	Cam and lever, worm and roller, worm and sector, recirculating ball types. Steering linkage, bushings and joints. Pumps, control valves and steering cylinders. Leaning wheel mechanisms. Multi-wheel steering. Inspection, adjustment and overhaul operations.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		(Crawler Tractors)	Multi-disc steering clutches and brakes; oil cooled and dry types. Differential and planetary geared systems. Controls and boosters. Steering clutch and brake linkage adjustments. Inspection and overhaul operations. Lubrication.
		Wheels and Rims	Removing and reinstalling wheels and rims. Inspecting, repairing and <b>servicing</b> . Checking run-out.
		Tires and Tubes	Inspection and identification of tire wear and faults. Demounting and mounting tires. Tire, tube and valve repair. Inflation precautions. Tire weighting to improve traction.
8	Brake Systems	Service Brakes	Hydraulic, air, air-hydraulic, electric operated systems. Air compressors, unloader valves, governors, reservoirs; emergency relay valves, treadle controls, quick release valves, protection valves, low pressure indicators, flexible hoses and fittings. Brake chambers, slack adjusters, brake shoes and linings, anchor pins, camshafts, brake drums. Master cylinders and wheel cylinders. Hydraulic and exhaust type hill-retarder systems. Inspection, overhaul, reconditioning, reassembly, adjustment and testing of brake assemblies and systems.
		Parking and Emergency Brakes	Disc and drum types. Maxi-brakes. Inspection, adjusting and overhaul.
9	Hydraulics	Basic Principles	Hydraulic principles; Pascal's Law. Basic hydraulic systems and schematics. Applications. Safe working practices.
		Pump Units	Vane, gear and piston pumps. Positive displacement, fixed and variable delivery. Inspection, testing and overhaul.
		Hydraulic Cylinders	Single and double acting, single and double end. Cushion rings and plungers. Seals and packings. Inspection, servicing and overhaul.
		Hydraulic Valves and Lines.	Flow; check, flow-control, divider, types. Pressure; relief (simple and compound), differential, modulating, safety, types. Control; spool, 2-way, 4-way, types. Inspection, testing, servicing and overhaul procedures. Hydraulic lines, hoses and fittings. Installation and maintenance operations.
		Reservoirs and Accumulators	Reservoir clean-outs, filters, strainers, baffles, breathers. Fluid coolers. Heaters. Spring loaded and gas charged (nitrogen) accumulators. Servicing and overhaul operations.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Hydrostatic Drives	Prime movers, pumps, motors, valve controls. Constant torque/variable horsepower, constant horsepower/variable torque, variable horsepower/variable torque types. Servicing and overhaul operations.
10	Attachments and Ancillary Equipment	Power Winches  Accessories and Equipment	Front and rear mounted types. Single drum, double drum. Cone, multi-disc clutches. Gear drives. Controls. Inspection, adjustment and overhaul operations.  Bulldozer blades, push arms and "C" frames. Loader frames, lift and tilt arms, buckets, loading forks. Scraper bowls, aprons, ejectors. Crane booms, shovel fronts, pull-shovels, drag and clam buckets. Grader scarifiers, rippers, blades, snow plows and wings. Gradall buckets, blades, stumping hooks. Paving equipment; augers and screeds. Crusher rolls and pitman jaws. Plant pugmills and driers. Inspection, repair and overhaul operations. Repair or replacement of cutting edges and wear points. Adjustment and overhaul of controls. Blocking and loading operations.

O. Reg. 96/69, Sched.

## REGULATION 38

### under The Apprenticeship and Tradesmen's Qualification Act

#### IRONWORKERS

##### 1. In this Regulation,

- (a) "ironworker" means a person who,
- (i) in the field, fabricates, assembles, installs, hoists, erects, dismantles, reconditions, adjusts, alters, repairs or services all structural ironwork, precast and prestressed concrete, concrete reinforcing materials, ferrous and non-ferrous materials in curtain wall, ornamental and miscellaneous metal work and all other materials used in lieu thereof and applies sealants where applicable thereto, and moves and places machinery and heavy equipment, and
  - (ii) reads and understands all shop and field drawings, including those taken from original architectural and engineering drawings, that are related to the work operations contained in subclause i;
- (b) "trade" means the trade of an ironworker, but does not include a person employed as a shop-man on the fabrication and assembly of materials in an industrial manufacturing plant. O. Reg. 122/67, s. 1.

2.—(1) An apprentice training program is established for the trade and shall consist of three periods of training and instruction of 2000 hours each,

- (a) at full-time educational day classes provided at a College of Applied Arts and Technology in the subjects contained in Schedule 1; and
- (b) in practical training and instruction provided by the employer of the apprentice in the occupational skills contained in Schedule 2.

(2) The total hours of related training and work experience shall be assigned as shown in schedules 1 and 2. O. Reg. 122/67, s. 2.

3. Every apprentice in the trade shall be at least seventeen years of age. O. Reg. 122/67, s. 3.

4. Every apprentice in the trade shall be in good physical condition and shall provide medical proof thereof. O. Reg. 122/67, s. 4.

5. No apprentice shall be permitted to engage in the trade unless he is capable of climbing to and manoeuvring at heights commonly experienced in the trade. O. Reg. 122/67, s. 5.

6.—(1) Notwithstanding subsection 2 of section 8 of Regulation 33 of Revised Regulations of Ontario, 1970, every hour worked by an apprentice in excess of his regular daily hours of practical training and instruction shall be included in computing the hours spent in training and instruction.

(2) A progress record book shall be issued by the Department of Labour to each registered apprentice for the purpose of recording work experience and related training time and the apprentice shall be responsible for the safekeeping of this progress record book. O. Reg. 122/67, s. 6.

7. The basic rate of wages for an apprentice in the trade whether for his regular daily hours or hours in excess of his regular daily hours shall be not less than,

- (a) 60 per cent during the first 1000 hours of training and instruction;
- (b) 70 per cent during the second 1000 hours of training and instruction;
- (c) 75 per cent during the third 1000 hours of training and instruction;
- (d) 80 per cent during the fourth 1000 hours of training and instruction;
- (e) 85 per cent during the fifth 1000 hours of training and instruction; and
- (f) 90 per cent during the sixth 1000 hours of training and instruction,

of the basic rate of wages or its equivalent for a journeyman employed by the same employer in the trade and with whom the apprentice is working. O. Reg. 122/67, s. 7.

8. The number of apprentices who may be employed by an employer in the trade shall not exceed,

- (a) one apprentice for the first journeyman employed by the employer plus one additional apprentice for each additional seven journeymen employed by the employer in the trade; and



- (b) one apprentice for the first journeyman employed by the employer plus one additional apprentice for each additional five journeymen employed by the employer in the trade where the employer is engaged solely in paragraph 3 (Curtain Wall) or paragraph 4 (Ornamental and Miscellaneous Ironwork) as contained in Schedule 2. O. Reg. 122/67, s. 8.

9. A contract of apprenticeship shall be entered into by every apprentice with the local apprenticeship committee for the trade established under the

Act in the area in which his apprenticeship originates, and the apprentice shall be responsible for preparing the reports of his work experience and instruction as prescribed in his progress report book for submission to such local apprenticeship committee. O. Reg. 122/67, s. 9.

10. The local apprenticeship committee shall be responsible for periodic review of the progress of each apprentice and for ensuring that the apprentice obtains the prescribed range of work experience and related training as prescribed in the appendix of the progress record book. O. Reg. 122/67, s. 10.

## Schedule 1

## IRON WORKERS

## In-School Training

Item	COLUMN 1	COLUMN 2
	Subject	Instructions to be given
1	APPLIED MATHEMATICS	<p>Total Hours 636</p> <p>Addition, subtraction, multiplication, and division of whole numbers, fractions, mixed numbers, decimal fractions. Conversion of common fractions to decimals. Averages and percentages, linear measurement, simple equations. Ratio and proportion. Angle measurement. Areas of squares, rectangles, parallelograms, trapezoids, triangles. Volumes of cubes and cylindrical objects. Measurement of regular and irregular shaped forms.</p>
2	BLUEPRINT READING Architectural Structural Shop Drawings	<p>Types, methods of making, care and handling of prints. Lines and sections. Material symbols. Construction drawing elements, principles, symbols and dimensions. Auxiliary views. Notes and specifications. Steel frame construction members, framing for ore bridges, power houses, highway bridges, factory and office buildings and conveyors. Design and detail drawings. Column, purlin, strut, brace, and beam symbols. Concrete reinforcing drawings for reinforcing bars and concrete reinforced steel accessories. Engineering and placing drawings. Wire mesh drawings. Reinforced concrete design drawings. Welding drawings and symbols, curtain wall, sash and other non-ferrous building trim drawings. Precast concrete drawings. Ornamental drawings for doors, frames, stairs, gratings and grills.</p>
3	STRUCTURAL IRONWORK Layout and Fabrication	<p>Methods and procedures for drilling, reaming, burning, cutting, assembling and marking steel members.</p>
	Erection and Assembly of Structural Steel Shapes	<p>Methods and procedures for performing the functions of hooking-on, tagging, signalling, connecting, fitting, bolting, rivetting, guying, plumbing, aligning and shimming.</p>
	Connecting	<p>Knowledge of bolting, rivetting, pinning, and welding techniques.</p>
	Hoisting and Installing	<p>Knowledge of the care and use of mobile land rigs, cranes, guy derricks, stiff-leg derricks, gin poles, high lines and tuggers. Erecting falsework and scaffolding and a knowledge of the breaking strains and working strengths of cables.</p>
	Care and use of Tools	<p>Knowledge of chokers, spreaders, chain blocks, rope falls, shackles, riveting guns, bolting machines, air compressors, burning equipment, welding equipment and jacks. Power activated tools and insert setting tools.</p>

Item	COLUMN 1	COLUMN 2
	Subject	Instructions to be given
	Precast Concrete and Laminated Timbers	Methods of handling precast and prestressed members. Hoisting and placing precast columns, beams, roof and floor slabs, architectural precast units, fascia panels and wall panels.
	Safety Regulations	Safety regulations and procedures for the performance of structural ironwork.
4	<b>RIGGING</b> Care and use of Tools	Splicing tools.
	Tieing Knots and making Hitches	Tieing knots and making bowline hitches, clovehitch, timber hitch, scaffold hitch, barrel hitch, becket hitch, half hitch and rolling hitch.
	Splicing	Splicing fibre and wire rope by short splicing, long splicing, crown and back splicing methods.
	Handling Ropes	Handling fibre and wire rope, including coiling and uncoiling, cutting, fitting clips and clamps, reeving drums and sheaves.
	Care and use of Slings	Proper use and positioning of chokers, spreaders, hooks, guy lines and anchorage. Knowledge of the breaking strains and working strengths of hoisting cables.
	Care and use of Hoisting Equipment	Knowledge of hoisting equipment, including block and tackle, reeving or lacing equipment, chain blocks and come-alongs, skids, rollers, jacks, blocking equipment, cribbing gin poles, stiff-leg derricks, mobile cranes, bull-mooses, and tower cranes.
	Care and use of Scaffolding	Knowledge of scaffolding and tower hoists equipment, including planking, swinging scaffolds, suspended scaffolds, needle beams, boatswain chairs and sawway scaffolding.
	Safety	Safety requirements and procedures for the performance of rigging operations.
5	<b>REINFORCING IRONWORK</b> Knowledge of Materials	Knowledge of the specifications for bar size designations and size marks, bar tags and colours, wire mesh, stirrups, slab spacers, slab and beam bolsters, chairs and lapping.
	Placing Steel	Knowledge of the methods of placing steel in floor slabs, beams, columns, walls, piers, footings and stairways.
	Tieing	Knowledge of the method of making snap ties, wrap and snap ties, column ties, wrap and figure eight ties and nail head ties.
	Cutting and Bending	Knowledge of the method of cutting, bending, and fabricating steel bars for columns, beams, floor slabs, and stirrups and a detailed knowledge of bend allowances.
	Tools and Associate Equipment	Knowledge of the care and use of pliers, safety belts and reels, twistlers, hickey bars, bolt cutters, bending tables and jigs, power shears and burning equipment.



Item	COLUMN 1	COLUMN 2
	Subject	Instructions to be given
	Laying of Pans	Methods of installation.
	Post Tensioning of Concrete	Methods of post tensioning.
	Layout Procedures	Knowledge of blueprint reading and bar lists for placing of bars.
	Welding	Knowledge of welding techniques.
	Safety Requirements	Knowledge of the safety regulations and procedures for the performance of reinforcing operations.
6	ORNAMENTAL IRONWORK AND CURTAIN WALL INSTALLATIONS Layout	Knowledge of the layout methods for doors, frames, gratings and grills, hand rails, stairways, platforms, railings and miscellaneous ironwork.
	Erecting and Fitting	Knowledge of welding, drilling, burning, bending, fabricating, plumbing and alignment.
	Curtain Wall, Window Wall and Sash	Knowledge of the care and handling and fabrication of aluminum, brass, bronze, stainless steel and other ferrous and non-ferrous building trim. Methods for the installation of automatic door mechanisms.
	Installation of Metal Products	Knowledge of the methods for installing extruded aluminum frames, side jambs, head jambs, sash, division and corner bars. Familiarization with plans and specifications establishing lines and levels, setting anchors, assembling and installing curtain wall components, levelling, aligning, securing, and installing adapters, flashing and sealants.
	Care and use of Tools	Knowledge of ordinary hand tools.
	Sealing	Knowledge of the care and use of resin base, silicon base, polysulphide base, mastic base and polybutane base sealants.
	Safety Procedures	Knowledge of the safety regulations and procedures for the performance of ornamental iron and curtain wall work.
7	WELDING AND BURNING EQUIPMENT Electric Arc Welding	Knowledge in the care and use of electrodes, AC and DC welding machines, cables and allied equipment. Fundamentals of manual welding of carbon and alloy steels, including proper fit-up, distortion control and cause and control of weld defects. Purpose and techniques for preheating, post heating and stress relieving.
	Cutting or Burning or Cutting and Burning	Knowledge and use of oxy-acetylene equipment both hand and machine for flame cutting steel, and piercing. Knowledge and use of carbon-arc equipment for removing steel, making weld grooves and cutting steel.

Item	COLUMN 1	COLUMN 2
	Subject	Instructions to be given
	Safety	Knowledge of first aid treatment for arc burns to eyes and body and electric shock. Importance of protective equipment and clothing. Hazards of working on or in vessels or tanks or confined areas.

O. Reg. 122/67, Sched. 1.

Schedule 2  
IRON WORKERS  
Work Instruction and Experience

ITEM	COLUMN 1	COLUMN 2
	Occupational Skills	Instruction to be Given
I	STRUCTURAL IRONWORK AND RIGGING Layout and Lines  Selection and use of hand tools —Non-cutting tools  —Cutting tools  —Portable air tools  —Portable electric tools  —Miscellaneous  Rope and tackle  Scaffolds and Falsework  Ladders and Stairways  Barricades and Security  False work  Timberwork	Total Hours 2652  Transferring lines and grades to structure. Laying out structural steel.  Wrenches, hammers, pins, clamps, leverage tools, air hose clamps, punches.  Cold chisels, handsaws, files, snips, axes, adze, wood boring, wood chisels, flame cutting, carbon arc cutting.  Impact wrenches, drills and reamers, hammers, grinders and brushes, timber saws, rivet passers.  Drills, grinders, impact wrenches, ventilating equipment, lumber saws.  High mechanical advantage machines, forges, heating torches.  Selecting rope, installing rope, selecting sheave blocks, installing sheave blocks, installing high line.  Selecting a hanging scaffold. Hanging a scaffold. Maintaining hanging scaffolds. Selecting a rigid scaffold or walkway, installing and maintaining rigid scaffold or walkway.  Selection, erecting, maintaining.  <i>The Construction Safety Act</i> Maintaining security. Personal safety equipment.  Erection. Releasing.  Slinging and handling timber structures.

ITEM	COLUMN 1	COLUMN 2
	Occupational Skills	Instruction to be Given
	<p>Erection Equipment</p> <p>Cranes</p> <p>Derricks</p> <p>Hoists and winches</p> <p>Jacks</p> <p>Heavy moving equipment</p> <p>Other erection equipment</p> <p>Erection techniques</p> <p>Evaluating structures</p> <p>Shipping and handling</p> <p>Slinging and hooking on</p> <p>Connecting</p> <p>Field fabrication</p> <p>Plumbing and alignment</p> <p>Fastening techniques</p> <p>Welding</p> <p>Bolting</p> <p>Rivetting</p> <p>Heavy Structural Pins</p> <p>Inspection and Testing</p> <p>Weldments</p> <p>Bolts</p> <p>Rivets</p> <p>Safety procedures</p>	<p>Types of and usage. Loading, moving and receiving. Setting up. Lifting with cranes. Maintenance.</p> <p>Types of and usage. Loading. Erecting. Lifting and maintenance.</p> <p>Types and usage. Installation. Operation.</p> <p>Types and usage. Setting up. Operating. Maintenance.</p> <p>Types, characteristics and purpose. Using.</p> <p>Types and usage.</p> <p>Types and characteristics.</p> <p>Loading and unloading structural steel and plate, and precast concrete.</p> <p>Methods and procedures.</p> <p>Methods and procedures.</p> <p>Methods and procedures.</p> <p>Methods and procedures for columns, spandrels, girts and elevator shafts.</p> <p>Types of electrodes. Equipment. Methods and procedures.</p> <p>Types of bolts. Usage of bolting equipment. Methods and procedures.</p> <p>Types of rivets. Usage of rivetting equipment. Methods and procedures.</p> <p>Installation.</p> <p>Inspection methods and procedures.</p> <p>Methods and procedures.</p> <p>Methods and procedures.</p> <p>Knowledge of <i>The Construction Safety Act</i> and all safe practices of the trade.</p>
2	<p>CONCRETE REINFORCING</p> <p>Drawings and codes</p>	<p>Total Hours 872</p> <p>Types of plans, placing plans, sections, schedules, Concrete Reinforcing Steel Institute recommended practice and Canadian Standards Association — A23— 1960 standards, trade terminology, applicable reference tables and coding.</p>



ITEM	COLUMN 1	COLUMN 2
	Occupational Skills	Instruction to be Given
	Types of Reinforced Concrete Construction	What is reinforced concrete —building, arches, shells, domes, bridges, bins and tanks— prestressed concrete, distinctive structure — reinforced concrete theory. Slip forming for continuous pour.
	Application of Steel to Individual Members	Slabs, beams, joists, spandrel beams, columns, piers, footings, foundation mats, grade beams, sheet piling, bearing piles, caissons, retaining walls, cantilever slabs, cantilever beams, precast plank, slabs with hollow cores, double tees, stringers, abutments, wing wall single tees, tilt up slabs and fascia panels.
	Reinforcing Bar Fabrication	Grades of steel, deformed or plain bars, standard and special sizes, bar lengths and bending; power and hand shears and benders, oxy-acetylene equipment, bundling and tagging, bar markings and tolerances.
	Application of Welded Wire Fabric	Common style, laps and placing temperature reinforcement, main reinforcement of solid slabs, slabs on ground.
	Placing Bars in Structures	Receiving, checking, sorting preassembled units, handling by hand or power, placing according to approved shop drawings, bar supports and spacers, lappings, and splicing, tying and welding, repairs, permissible variations, mill scale removal, placement in individual members and structures, laying of pans and post tensioning of concrete.
	Care and use of tools and equipment	Chokers, slings, hoist signals, scales, and tapes, pliers, wire reel, bolt cutter, power shears, bar benders, hickey, oxy-acetylene burning and welding equipment, arc welding equipment.
	Inspection	General, check lists.
	Safety Requirements	Knowledge of <i>The Construction Safety Act</i> and all safe practices of the trade.
	Welding	Arc and processes other than arc welding or making joints in reinforcing steel.
3	CURTAIN WALL	Total Hours 1070
	Layout and Lines	Measuring job prior to starting work; establishing centres; checking masonry opening, use of plumb lines, dumpy level and transit level.
	Handling Materials	Importance of special care of finished products such as fabricated aluminum and stainless steel. <b>Methods of on-site storage of curtain wall materials and selection of storage areas.</b>
	Hoisting Materials	Hoists and tuggers, use of slings, chokers, spreaders, hoisting materials, palletised materials, preassembled frames.
	Assembling on the site	Planning the work, methods to be used, tool and equipment requirements, use of simple electric tools, drills, screw guns and application of sealants to joinery, working from shop drawings and auxiliary part lists or bills of materials, recognition of commonly used screws by size and type, recognition of fabrication errors or omitted operations, by reference to shop drawings,

ITEM	COLUMN 1	COLUMN 2
	Occupational Skills	Instruction to be Given
		corrective refabrication, knowledge of sizes of drill bits, taps and use of rivetting tools, knowledge of application of neoprene and poly-vinyl chloride, glazing and thermal separator strips. Distribution of assembled sections ready for erection.
	Loose connection of Curtain Wall Sections or Components	Erection by "stick" system, vertical mullions, horizontals spigotted in place. Erection of frame or panel system.
	Line-up and Weld	Aligning and plumbing wall to previously established lines and centres. Bolting and shimming to suit. Freezing of anchors by welding. Use of level and transit.
	Alternate Anchoring Systems	Inserts in concrete, masonry drilling, use of power-actuated tools.
	Application of Insulations	Perimeter, floor slab, spandrel pan and insulation, types of insulations and adhesives used.
	Application of Interior Forms	Formed shapes, gutters, use of painted or porcelain enamel trims.
	Installation of sash into Curtain Wall	Hoppertype centre pivotted, double hung.
	Swing stage-work Manual and Electric	How to erect and safety requirements for handling materials when working on a stage, application of spandrel panels, exterior mullions or trims. Rigging power tools for stage work. Moving swing stages. Exterior caulking from a swing stage.
	Use of caulking and Sealants	Knowledge of application method and limitations, use of hand caulking tools and air tools.
	Installation of formed Materials	Field fitting of copings and soffits.
	Application of Protective Coatings and Paper	When protection necessary. Precautions to be taken, removal procedures.
	Installation of Doors, Entrances and Louvers	Methods of frame erection, butt, centre pivotted and off-set pivot doors, overhead closers, floor closers, automatic closers, glazing procedures for doors.
	Installation of Punched Opening Frames and Sash	Checking opening, levelling and plumbing to ensure optimum operation of sash.
	Installation of Operating Sash	Single and double hung sash. Side hinged, bottom hinged and top projected-out casements. Centre pivotted sash.
	Paperwork	Practical reading of architectural and shop drawings, understanding of architectural specifications, co-ordination of shop drawings making report in writing from out of town locations.
	Built-up Stages	Erection Methods.
	Safety Procedures	Knowledge of <i>The Construction Safety Act</i> and all safe practices of the trade.
	Auxiliary Knowledge	Care and cleaning of aluminum and stainless steel; anodizing, extruding of aluminum; first aid.

ITEM	COLUMN 1	COLUMN 2
	Occupational Skills	Instruction to be Given
4	<p>ORNAMENTAL AND MISCELLANEOUS IRONWORK Drawings</p> <p>Layout and Lines</p> <p>Hoisting Materials</p> <p>Assembly and Installation</p> <p>Care and clean-up of stainless steel and non-ferrous materials</p> <p>Safety requirements</p>	<p>Total Hours 770</p> <p>Reading and understanding of shop drawings. Ability to co-ordinate product placement from shop and architectural drawings.</p> <p>Checking masonry and concrete openings, establishing column centres, wall relations, and floor heights, use of plumb lines and levels.</p> <p>Use of hoists and tuggers, use of rope and tackle, slings.</p> <p>Assembling and installing by bolting and welding :</p> <p>standard stairs and fire escapes,</p> <p>spiral stairs,</p> <p>steel handrails,</p> <p>stainless steel, bronze and aluminum handrails,</p> <p>ladders and cages,</p> <p>catwalk framing, plate and grating flooring,</p> <p>collapsible gates,</p> <p>wire screens and grilles,</p> <p>wire partitions,</p> <p>fences and gates,</p> <p>flagpoles,</p> <p>mail chutes,</p> <p>ferrous and non-ferrous building fascias and panelling,</p> <p>canopies,</p> <p>doors, entrances and louvers,</p> <p>related products.</p> <p>Use of abrasive and buffing equipment and materials.</p> <p>Knowledge of <i>The Construction Safety Act</i> and all safe practices of the trade.</p>



## REGULATION 39

### under The Apprenticeship and Tradesmen's Qualification Act

#### LATHERS

#### 1. In this Regulation,

- (a) "certified trade" means the trade of lather;
- (b) "lather" means a person who,
  - (i) in the construction or repair of walls, partitions, ceilings and arches in any structure, installs by tying, nailing, clipping or welding, wire, metal, or wood lath, plaster board or other materials and accessories to serve as a base for plaster, cement, or acoustic material, and erects plastic and light metal studs, frames and accessories to receive plaster board, wire and metal lath,

but does not include a person who is engaged in,

- (ii) the manufacture of equipment or the assembly of a unit prior to delivery to a building, structure or site, or
- (iii) the repair and maintenance of the installations in an operating industrial plant. O. Reg. 171/67, s. 1. *amended.*

2. The trade of lather is designated as a certified trade for the purposes of the Act. O. Reg. 171/67, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of three periods of training and instruction of 1800 hours each,

- (a) at full-time educational day classes provided at a College of Applied Arts and Technology in the courses contained in Schedule 1; and
- (b) in practical training and instruction provided by an employer of the apprentice in the courses contained in Schedule 2. O. Reg. 171/67, s. 3, *revised.*

4. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall be not less than,

- (a) 40 per cent for the first period of training and instruction;
- (b) 60 per cent for the second period of training and instruction; and
- (c) 80 per cent for the third period of training and instruction,

of the hourly rate of wages or its equivalent for a journeyman employed by the same employer in the certified trade and with whom the apprentice is working. O. Reg. 171/67, s. 4.

5. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus one additional apprentice for every five journeymen employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus one additional apprentice for each additional five journeymen employed by that employer in the trade and with whom the apprentice is working. O. Reg. 171/67, s. 5.

6. A progress record book shall be issued by the Department of Labour to each apprentice for the purpose of recording work experience and related training time and the apprentice shall be responsible for the safekeeping of this progress record book. O. Reg. 171/67, s. 6.

7. The subjects of examination for an apprentice in the certified trade are the subjects set out in schedules 1 and 2. O. Reg. 171/67, s. 7.

8. Any person who is engaged in the certified trade is exempt from subsections 2 and 4 of section 10 of the Act. O. Reg. 171/67, s. 8.

9. A holder of a certificate of qualification in the certified trade is exempt from the provisions of sections 22 and 23 of Regulation 33 of Revised Regulations of Ontario, 1970. O. Reg. 171/67, s. 9.

**Schedule 1****LATHERS****In-School Training**

ITEM	COLUMN 1	COLUMN 2
	Subject	Instruction to be Given
1	Safety	Safety practices in the use of scaffolds, planks, tools and equipment. Safety equipment and apparel. <i>The Construction Safety Act.</i>
2	Materials	Identification and use of wood, wire and metal lath, gypsum board, acoustical suspension materials and accessories.
3	Tools	Identification, use and care of hand, bench and power tools and equipment.
4	Mathematics	Measurement, quantity estimating, geometry and such mathematics as related to the trade.
5	Blueprint Reading and Specification	Reading and interpretation of plans, drawings, details, and job specifications.
6	Lathing Practice	Design and erection of walls, pilasters, columns, suspended ceilings, false beams, arches, groins, domes and other architectural designs, and metal furring for acoustics.
7	Lathing and Plastering Accessories	Installation of corner beads, casing beads, expansion and screed beads, plaster stops, picture mold, chair rail, base screed, metal base, ceiling runners or tracks and similar lathing and plastering accessories.
8	Welding	Electric, gas and spot welding related to the trade.

O. Reg. 171/67, Sched. 1.

**Schedule 2****LATHERS****WORK INSTRUCTION AND EXPERIENCE**

ITEM	COLUMN 1	COLUMN 2
	Subject	Instruction to be Given
1	Safety	Safety practices in the use of scaffolds, planks, and equipment. A knowledge of <i>The Construction Safety Act</i> and regulations.
2	Shop Technique	Shop practice relating to the use of hand tools, portable tools, power tools and equipment.
3	Materials	Identification and uses of these materials: Wood, wire and metal lath, gypsum boards and acoustic materials and accessories.

ITEM	COLUMN 1	COLUMN 2
	Subject	Instruction to be Given
4	Fastening Systems	Fastening lathing materials on floors, ceilings, columns, pilasters, walls and partitions by nailing, tying, screwing, welding, clipping, stapling, adhesives, power tools and other application methods.
5	Ceiling Systems	Installation of hangers, carriers, purlins, channel iron and metal furring members. Wrapping hangers, carriers, or purlins. In the following: <ul style="list-style-type: none"> <li>i. Metal lath suspended systems.</li> <li>ii. Metal lath contact systems.</li> <li>iii. Gypsum board systems.</li> <li>iv. Acoustical systems.</li> </ul> Arch construction — technique of bending iron. Use of levelling equipment to ceilings.
6	Wall Systems	Erection of studs and metal furring members in columns, pilasters, walls and partitions.
7	Lathing and Plastering Accessories	Installation of corner beads and guards, casing beads, plaster stops, picture mold, base screed, metal base, ceiling runners or tracks and similar lathing and plastering accessories.
8	Exterior Lathing	Installation of paper and wire, paper backed steeltex, paper and metal lath, exterior metal lath and other exterior lathing materials.
9	Specifications, Blueprint Reading and Layout	<b>On-site application</b> of basic principles, job terminology and quantity estimating.



## REGULATION 40

### under The Apprenticeship and Tradesmen's Qualification Act

#### MOTOR VEHICLE MECHANIC

##### 1. In this Regulation,

- (a) "certified trade" means the trade of motor vehicle mechanic;
- (b) "motor vehicle" means a vehicle propelled by an internal combustion engine, or a vehicle operated or controlled from a vehicle propelled by an internal combustion engine, that is registered for use on a highway under *The Highway Traffic Act* and is used primarily for the transport of persons, equipment or goods, but does not include a vehicle,
  - (i) operated only on rails,
  - (ii) used for transportation solely within an employer's actual place of business, or
  - (iii) used for farming operations but not used for carrying a load;
- (c) "motor vehicle mechanic" means a person engaged in the repair and maintenance of motor vehicles who,
  - (i) disassembles, adjusts, repairs and reassembles engines, transmissions, clutches, rear ends, differentials, brakes, drive shafts, axles and other assemblies,
  - (ii) tests for and corrects faulty alignment of wheels and steering mechanisms, manual or power,
  - (iii) repairs or replaces suspension systems, including shock absorbers and spring assemblies,
  - (iv) installs, repairs and removes ignition systems, generators, alternators, starters, coils, panel instruments, wiring and other electrical systems and equipment,
  - (v) repairs and adjusts fuel systems,
  - (vi) performs complete engine tune-ups, and
  - (vii) installs, inspects, maintains and removes motor vehicle air-conditioning and refrigeration systems;

(d) "related motive power trade" means a trade related to the trade of motor vehicle mechanic, and includes the trades of alignment and brakes mechanic, fuel and electrical systems mechanic, transmission mechanic, heavy duty equipment mechanic, auto body repairer, truck-trailer repairer, service station attendant, automotive machinist, automotive painter and motor-cycle mechanic. O. Reg. 94/69, s. 1.

##### 2. A motor vehicle mechanic may also,

- (a) repair, change and balance wheels and tires;
- (b) change oil in motor vehicles or lubricate motor vehicles, including lubricating the front wheel bearings and drive shaft;
- (c) supply motor vehicles with anti-freezing solutions;
- (d) replace cooling-system hoses, engine-driven belts, and thermostats;
- (e) clean or replace spark plugs;
- (f) install new or rental batteries or battery cables, or recharge batteries; and
- (g) perform any other duties normally performed by a service station attendant. O. Reg. 94/69, s. 2.

3. The Trade of motor vehicle mechanic is designated as a certified trade for the purposes of the Act. O. Reg. 94/69, s. 3.

4. Notwithstanding anything in this Regulation, a person holding a certificate of qualification in a related motive power trade is not prohibited from performing the duties specified in the Regulation for that trade. O. Reg. 94/69, s. 4.

5. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 94/69, s. 5.

6.—(1) Subject to subsections 2 and 3, an apprentice shall complete five periods of training and instruction of 1800 hours per period.

(2) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete five periods of training and instruction of 1600 hours per period.

(3) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma majoring in auto mechanics or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete five periods of training and instruction of 1200 hours per period. O. Reg. 94/69, s. 6.

7. A person holding a certificate of qualification in a related motive power trade may qualify for examination for a certificate of qualification in the trade of motor vehicle mechanic by becoming indentured as an apprentice in the trade of motor vehicle mechanic and completing the following requirements:

1. A holder of a certificate of qualification in the trade of alignment and brakes mechanic shall complete the final three periods of training and instruction of 1800 hours per period in the subjects contained in the Schedule.
2. A holder of a certificate of qualification in the trade of automotive machinist shall complete the final two periods of training and instruction of 1800 hours per period in the subjects contained in the Schedule.
3. A holder of a certificate of qualification in the trade of fuel and electrical systems mechanic shall complete the final three periods of training and instructions of 1800 hours per period in the subjects contained in the Schedule.
4. A holder of a certificate of qualification in the trade of heavy duty equipment mechanic shall complete the final two periods of training and instruction of 1800 hours per period in the subjects contained in the Schedule.
5. A holder of a certificate of qualification in the trade of motorcycle mechanic shall complete the final three periods of training and instruction of 1800 hours per period in the subjects contained in the Schedule.
6. A holder of a certificate of qualification in the trade of transmission mechanic shall complete the final three periods of training and instruction of 1800 hours per period in the subjects contained in the Schedule.

7. A holder of a certificate of qualification in the trade of truck-trailer repairer shall complete the final three periods of training and instruction of 1800 hours per period in the subjects contained in the Schedule.

8. A holder of a certificate of qualification in the trade of service station attendant who,

- (a) has successfully completed Grade 8 in Ontario, or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, shall complete five periods of training and instruction of 1800 hours per period in the subjects contained in the Schedule; or
- (b) has successfully completed Grade 10 in Ontario, or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, shall complete the final four periods of training and instruction of 1800 hours per period in the subjects contained in the Schedule. O. Reg. 94/69, s. 7.

8. Notwithstanding section 7, a holder of a certificate of qualification in the trade of heavy duty equipment mechanic may qualify for examination for a certificate of qualification in the trade of motor vehicle mechanic by submitting written evidence, satisfactory to the Director, of having had at least two years experience as a journeyman in the trade of motor vehicle mechanic. O. Reg. 94/69, s. 8.

9. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 2 of section 10 of the Act. O. Reg. 94/69, s. 9.

10. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 60 per cent during the second period of training and instruction;
- (c) 70 per cent during the third period of training and instruction;
- (d) 80 per cent during the fourth period of training and instruction; and



- (e) 90 per cent during the fifth period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade, or where the employer is the only journeyman employed, of the average rate
- of wages for journeymen in the area. O. Reg. 94/69 s. 10.

11. The subjects of examination for an apprentice are the subjects set out in Parts 1 and 2 of the Schedule. O. Reg. 94/69, s. 11.

Schedule 1

MOTOR VEHICLE MECHANIC

PART 1

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics	Arithmetic	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes.
		Geometry	Lines, planes and angles.
2	Science	Physics	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.
4	Drafting	Basic Drafting and Interpretation	Preparation of elementary working drawings and dimensioned sketches of automotive components. Interpretation of exploded drawings, electrical and hydraulic circuits and schematics used in manufacturers' manuals.
5	General Shop Practice	Safety	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling of gasoline, oils and cleaning solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.
		Hand Tools	Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files, drifts, scrapers, snips, clamps, drill bits, reamers, vises, taps and dies. Stud extractors. Hones.
		Power Tools	Use and care of portable air and electric drills, impact tools, grinders, sanders.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Benchwork	Cutting with hacksaw, filing, scraping, drilling, use of drill press. Use of bench grinder. Grinding of drill bits, chisels, etc. Fitting bearings, bushings; honing, cutting and flaring tubing. Soldering, gasket making. Oxy-acetylene and arc welding and cutting. Brazing techniques. Care and maintenance of welding equipment.
		Measuring Instruments	Use of rules, straight edges and squares. Feeler gauges, calipers, verniers, micrometers, telescopic gauges, dial indicators, trammel gauges, pressure gauges.
		Fastening Devices	Purpose and types of bolts, nuts, studs, screws and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures. Tightening torques. Cutting internal and external threads. Removing broken studs. "Heli-Coil" inserts. Purpose and types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants, sealers and locking compounds.
		General Shop Equipment	Capacities and correct usage of floor cranes, hoists, jacks, stands, hydraulic presses, pullers. Power hacksaws. Operation and maintenance of degreasing and steamcleaning equipment. Operation and maintenance of air compressors. Capacities and use of tow trucks and related vehicle recovery equipment.
6	Internal Combustion Engines	Principles, Types and Definitions	Principles of operation. 2 and 4 stroke cycles. Engine types—single and multi-cylinder, in-line, slanted, "V" types, flat or pan-cake. Definition of bore, stroke, combustion, piston displacement, clearance volume, swept volume, compression ratios and pressures, horsepower, torque. Engine formulae. Heat transfer. Combustion chamber design and efficiency.
		Engine Components	Types and function of major engine components: cylinder blocks, cylinder heads, pistons and rings, wrist pins, connecting rods. Bearings, crankshafts, valves and guides, valve trains, camshafts, timing gears or chains, gaskets, manifolds, flywheels and ring gears. Vacuum and compression tests; valve lash. Disassembling, cleaning, inspecting, repair, reconditioning or replacement. Boring, honing, grinding and aligning operations. Reassembly sequence for engines and components. Fits, clearances and tolerances. Torquing. Valve timing. Engine testing procedures.

Item	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		<p><b>Types and Classification of Lubricants</b></p> <p><b>Lubricating Systems</b></p> <p><b>Cooling Systems</b></p> <p><b>Fuel Systems</b></p> <p><b>Fuel Injection Systems</b></p> <p><b>Fuel Systems (Liquefied Petroleum Gas and Vaporizing Oils)</b></p>	<p>Characterisitics of lubricants: Detergent, non-detergent. S.A.E. viscosity ratings, A.P.I. classification. Additives. Oil contamination and deterioration.</p> <p>Types of engine lubricating systems; wet sump, dry sump, fuel/oil mix, pressure, splash and dip feeds. Gear, plunger and vane type pumps; screens and filters; full-flow and by-pass types. Pressure indication and control. Crankcase ventilation. Servicing and overhaul procedures.</p> <p>Air and liquid cooled systems. Blowers, water pumps, fans and drives. Radiators. Thermostats. Hoses and connections. Temperature indicators. Automatic transmission coolers. Pressurized systems. Coolant, additives, sealers, and anti-freeze. Cleaning agents. Reverse flushing. Radiator flow testing. Immersion heaters. System repair and overhaul procedures.</p> <p>Mechanical fuel/vacuum and electric pumps. Pressure, volume and vacuum tests. Tanks and supply lines. Repair and overhaul procedures. Carburetion; Fuel/air ratio. Characteristics of carburetors. Single, double and 4 barrel types. Up-draft, side and down draft, etc. Carburetor operation; atomization, vapourization, weight of fuel and air, venturi. Carburetor circuits and systems. Float, choke, idle, main-metering, power and accelerating circuits. Heat riser valves, heat insulators and choke tubes. Cleaning and overhaul procedures. Cleaning solvents. Effects of carburetor adjustments on engine performance. Tachometer and vacuum gauges. Effects of percolation, altitude and atmospheric changes, valve overlap and excess heat, incorrect float level. Balancing multi-carburetors. Adjustments to electrical mechanisms, switches, operating linkage. Effect on automatic transmission operation. Locating excess vacuum leaks. Torquing intake manifolds. Effect of air cleaners on engine performance. Analyzing exhaust gases. Relationship between air/fuel mixture and exhaust gas. Tune-up procedures. Testing and maintaining positive crankcase ventilation systems, dash pots, throttle return checks, anti-stall devices.</p> <p>Characteristics and operation of fuel injection systems, injectors and pumps. Governors. Fuel filters. Servicing and overhauling fuel injection systems. Test equipment and test procedures. Cleanliness. Fuel injection timing. Air induction systems. Starting systems. Shutting down runaway engines.</p> <p>Use and operation of L.P.G. systems. Charging L.P.G. tanks. Principles of operation using vaporizing oils.</p>



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	Course	Subject	Instruction To Be Given
7	Belt Drives	"V" Belt Installation	Characteristics of "V" Belts. Inspecting, installing and adjusting.
		Ignition Coils	Characteristics and function. Coil polarity, secondary voltage range, internal and external resistors, temperature effects. Saturation period and coil output. Coil Testing equipment; output, insulation and polarity tests.
		Primary Circuit Switches and Resistors	Characteristics. Safety features—automatic transmission and theft protection. By-passing primary circuit resistance for starting.
		Primary and Secondary Circuits	Testing primary and secondary circuits. Effects of suppression equipment on tests. Arcing corrosion. Replacing of primary and high tension wiring.
		Transistor and Transistorized Ignition Systems	Characteristics and application of diodes and transistors used in automotive ignition systems. Transistor and transistorized systems. Fundamentals of operation. Timing procedures. Test equipment. Testing and repair procedures.
		Spark Plugs	Characteristics and operation. Ionization, negative polarity, temperature control and heat ranges. Radio suppression. Analyzing deposits. Testing, cleaning, filing, setting and installing. Tightening torques.
		D.C. Charging Systems (Generators)	Characteristics. Internally and externally grounded fields. Positive and negative grounded systems. Generator construction. Principles of generator operation. Electro-magnetic induction. Electrical and magnetic circuits. Commutation.
		Regulators	Construction features. 2 and 3 unit, double contact, heavy duty and carbon pile regulators. Principles of operation. Voltage and current regulation; cut-out relays. Temperature compensation.
		A.C. Charging Systems (Alternators)	Characteristics. Internally and externally grounded fields. Positive and negative ground systems. Internally and externally ground systems. Alternator construction; principles of operation. Electro-magnetic induction. Electrical circuits ("Y" and delta). Magnetic circuits. Rectification. Current limitation. A.C. regulators and relays; vibrating contact, transistorized, transistor types. Principles of regulator and relay operation. Voltage regulators, field relays, indicator light relays. Temperature compensation.



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	Course	Subject	Instruction To Be Given
8	Exhaust Systems	Mufflers, Resonators, Exhaust and Tail Pipes	Features of exhaust systems, single, dual and resonators with mufflers. Dual exhaust systems, cross-over pipes and heat riser passages. Back pressure checks. Emission control systems; Inspection and servicing. Characteristics of insulators, hangers, brackets and clamps. Replacing complete exhaust systems or parts. Expansion and contraction. Stress relieving of system. Exhaust gas leaks.
9	Electrical Systems	Basic Electricity	Definition of amperes, voltage, resistance, Ohm's Law. Electron flow. Electro-magnetism. Series and parallel circuits. Voltage drop. Use of volt-meter, ammeter and ohmmeter. Conductors and insulators.
		Automotive Electrical Circuits	Characteristics of typical circuits. Voltages and currents. Ground circuits. Automotive wire and cables. Insulation materials. Flexibility. Resistance. Joining, splicing and soldering of wires and cables. Insulating. Removal and installation of terminals, connectors and plugs. Effects of temperature, shorts, grounds, poor connections. Resistances and fuses. Identification and tracing of circuits.
		Switches and Instruments	Function of automotive electrical switches, relays and instruments. Indicator lights. Rheostats, resistors, capacitors and semi-conductors. Test, repair and replacement procedures.
		Batteries	Principles, characteristics and function of lead acid batteries. Electro-chemical action. Electrolyte. Voltage developed. Ampere hour ratings. Sulfation. Inspection, testing and maintenance. Use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Charging rates. Charging and handling hazards. Dry-charged batteries. Activation procedures.
		Ignition Systems (Conventional Distributors)	Function, mounting and driving of distributors. Single, tandem, double headed, dual contact points, impulse generators for semi-conductor systems, etc. Internal electrical circuits, Cam lobes, single and double contact points, dwell angle, condensers. Centrifugal and vacuum advance. Secondary voltage distribution. Radio suppression. Ignition timing; Distributor tests on and off vehicle. Distributor inspection and overhaul procedures. Replacement of shafts and bushings; contact point cleaning, replacement and adjustment, alignment and spring tension, gap-dwell settings; lubrication of cams, pivots and advance mechanisms. Installation and timing. Synchronizing dual points and distributors. Engine speed settings.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Inspection, Testing, Repair and Overhaul	Inspection and test procedures for generators, alternators, regulators, relays, wiring and ground circuitry. On and off-vehicle test. Removing, disassembling, cleaning, overhauling, testing and re-installing generators, alternators, regulators and relays. Cleaning agents. Lubricants. Polarizing generator. Contact cleaning, replacing and adjusting. Air gap adjustments. Replacing transistors and diodes. Bench testing and adjustment of regulators and relays.
		Starter Motors	Characteristics. Construction features. Principles of operation. Electro-magnetism. Electric circuits, magnetic circuits. Series and compound cranking motors. Commutation. Operation of starter motor drive units. Bendix, Dyer, over-running clutch, etc., Flywheel ring gears. Operation of motor solenoids and switches. Solenoid circuits. Neutral safety switch. Inspecting and testing starting circuits; motors, solenoids, cables and wiring. Removing, disassembling, cleaning, overhauling, testing and re-installing. Cleaning agents. Lubricants. Testing and servicing component parts of motor.
		Special Starting Systems	Operating principles. Series parallel switches. Series parallel and magnetic switch systems. Diesel fuel preheating systems (Glow Plugs). Testing and repairing or replacing components.
		Lights	Type and characteristics of lights. Rating of bulbs and seal beam units. Candle power, and wattage. Lenses and holders. Signal lights; flasher units, radio interference. Series and parallel circuits. Circuit fuses. Ground circuits. Aiming, testing, installing and repairing lights.
		Horns	Characteristics. Electric and air/vacuum types. Horn operation. Electrical circuits and relays. Amperage draw. Air/vacuum horn controls. Fuses. Inspecting and adjusting horns.
		Electric Windshield Wipers	Characteristics and operation; electric single and multi-speed and vacuum types. Drives and linkage. Arms and blades. Speed control. Fuses. Washer cycling. Overhaul and repair procedures. Replacing and adjusting wiper blades and arms.
		Windshield Washers	Characteristics. Automatic operation and cycling. Manual operation. Installing, repairing or replacing windshield washers and controls.
		Power-Assist Systems	Characteristics of electrical and electro-hydraulic power-assist mechanisms and circuits. Windows, tail-gates, convertible tops, seats, etc. Inspection, servicing and overhaul.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Heaters and Defrosters	Types, characteristics and operation. Component features. Testing, adjustment, or replacement of blower motors, actuating and control systems.
10	Power Trains	Clutches	Characteristics and construction features; single plate, multi-plate, etc. Function of controls: mechanical, hydraulic, vacuum, air and electrically operated. Adjustments. Removal, disassembly, inspection and overhaul of clutches and components. Cleaning methods. Assembly lubricants. Clutch reinstallation. Aligning procedures. Control adjustment. Clearances. Testing.
		Standard Transmissions	Characteristics of spur gears, planetary gears (overdrives), synchronizing mechanisms, over-running clutches, dog clutches and internal shift mechanisms. Characteristics of manual shift transmissions (passenger vehicles, commercial vehicles), overdrive units and auxiliary transmissions. Gear ratios. Transmission control mechanisms; direct, remote and assist mechanisms. Servicing and adjusting. Lubrication. Oil sealing and venting. Removal of transmissions and controls. Construction features of transmission components. Overhauling transmissions, linkages and controls. Cleanliness. Inspection procedures. Serviceability of parts and components. Maintaining operating relationship of parts. Gear and spline fits. Reinstallation and adjusting controls.
		Automatic Transmissions	Characteristics and construction features. Transmission cooling. Mechanical, electrical, vacuum operated controls. Principles of operation of planetary gears, friction clutches, over-running clutches, servos, bands and drums, fluid couplings and torque converters. Hydraulic components and circuits. Transmission fluids. Draining, refilling, and level checking procedures. Oil seals and vents. Shop test procedures; performance characteristics: shifting, non-shifting. Specifications. Band and linkage adjustments, control settings, checking external connections and fluid levels prior to tests. Effects of defective engines, related components and worn parts on transmission operation. Tools and testing equipment. Pressure testing transmission oil circuits; interpretation of results. Locating fluid leaks. Fluid characteristics due to burnt clutch or band lining. Air testing transmission circuits and units with controls partially disassembled. Stall testing transmissions. Testing oil-coolers. Effects of leaks. Results of introducing air into pressure circuits. Overhauling automatic transmissions. Pre-disassembly inspection. Removal and replacement. Tools and equipment for handling and lifting auto-



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Drive Shafts	<p>matic transmissions. Gauges and test equipment. Marking and protecting parts during disassembly. Cleanliness. Cleaning solvents. Inspection of parts. Tolerance specifications. Fits and clearances. Torquing procedures. Air testing components on re-assembly. Road and dynamometer tests.</p> <p>Characteristics; open drive shafts, support bearings, universal joints, slip joints and enclosed drive lines. Disassembly, overhaul or relubing, reassembly and reinstallation. Torquing. Effects of imbalance.</p>
		Axles and Differentials	<p>Characteristics; multi-speed, tandem drive, trans axles, limited slip differentials, trailing axles, front driving axles. Gear ratios. Testing axle and differential operation. Methods of controlling front and rear axles, and differentials. Servicing, overhauling and adjusting axle and differential control mechanisms; Mechanical, electrical, air or vacuum operated. Removing, overhauling and reinstalling axles and differentials. Reassembling crown gears and pinions. Backlash and tooth contact. Gear match marking. Brinelling effects. Alignment of housings. Bearing preload. Lubrication. Oil sealing and venting.</p>
		Axle Bearings and Oil Seals	<p>Characteristics of axle bearings. Ball and roller types. Removing, relubing, replacing, adjusting or torquing. Characteristics of oil seals. Replacement methods.</p>
11	Suspension Systems	Front End Geometry	<p>Purpose and definition of caster, camber, toe-in, toe-out, ball joint or kingpin inclination. Diagnosis of alignment problems.</p>
		Front Suspension (Solid Axle)	<p>Application of solid axles. Elliot and Reverse Elliot. Construction characteristics, servicing and straightening procedures.</p>
		Leaf Springs	<p>Characteristics of leaf springs, mountings and related parts—single leaf, multi-leaf and helper springs. Inspection for wear, damage and distortion. Removing, overhauling and reinstalling springs and related parts. Lubrication.</p>
		Front and Rear Independent Suspension	<p>Characteristics of front and rear independent suspension systems: coil spring, torsion bar, leaf spring and air-hydraulic. Ball-joint types. Inspecting suspension components. Acceptable wear limits. Characteristics of shock absorbers, stabilizers and radius rods. Overhaul of suspensions and related parts. Torquing. Lubrication. Sealed systems.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Front and Rear Suspension Systems (Commercial Vehicles)	Characteristics of commercial vehicle suspensions: leaf spring, coil spring, torsion bar, rubber and air cushion types, etc. Hangers and suspension control rods. Overhauling of suspensions and related components. Realignment on reassembly. Lubrication.
		Wheels and Rims	Types, sizes and characteristics. Wheel to hub fastenings and locating devices. Removing and re-installing wheels and rims. Correct jacking points. Inspecting, repairing and servicing wheels and rims. Run-out.
		Tires and Tubes	Types, sizes, characteristics and construction. Tire demounting and mounting methods; equipment and lubricants. Tire, tube and valve repair. Tire inflation precautions. Identification of tire wear and irregularities. Inspection for damage and faults. Tire rotation. Retreaded tires.
		Wheel and Tire Balancing	Static and dynamic balance. Wheel balancing equipment. Balancing wheels and related parts.
12	Brake Systems	Service Brakes	Types, function and principles of brake actuating devices; Manual and power assisted. Characteristics of brake operating systems; Hydraulic, vacuum-hydraulic, air-hydraulic, air, etc. Operation of system components. Inspection procedures. Disassembling and assembling of system components. Cleaning procedures. Assembly lubricants. Relining brake shoes. Reconditioning brake drums, and brake discs. Reconditioning wheel cylinders and master cylinders. Flushing or bleeding system. Flushing agents and approved fluids. Cleanliness. Servicing and adjustment of brakes. Clearances. Control valve adjustments and settings. Servicing tools and equipment. Road testing.
		Parking Brakes	Principles of brake actuating systems and components. Disassembly, inspection and assembly of components. Adjusting and testing.
13	Frames	Standard Type Frames	Types, construction and characteristics of frames, X-frame, ladder type, perimeter type. Frame damage; diamond, sag, twist, sway and kick-up. Frame damage inspection. Measuring tools and equipment. Straightening and alignment equipment. Frame realignment methods and hook-ups. Cross-member replacement techniques. Rivetting, welding and bolting frame members. Heat straightening of frame members. Improper repairs or modification of frames.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Unitized Construction	Characteristics of unitized frames and suspension mountings. Effects of unitized frame damage. Inspection methods. Measuring tools and equipment. Straightening and alignment equipment. Replacement and realignment of underbody sections. Heat straightening. Sealing, painting and insulating. Simultaneous front end alignment check, for proofing.
14	Steering Systems	Manual Types	Construction characteristics of cam and lever, worm and roller, worm and sector, rack and pinion and recirculating ball types of steering gears. Gear shift controls and attached mechanisms. Adjustment methods. Lubricants. Oil sealing. Removal, overhaul, replacement of steering columns and box assemblies.
		Power Types	Construction features and characteristics of integral and linkage types of power steering systems. Oil seals and vents. Types of Fluid; capacities, filling and bleeding systems. Inspecting and adjusting pump drives and belts. Testing system pressures and valve operations. Adjustment and centering of control valves. Tools, gauges and equipment. Overhauling power steering systems. Cleaning methods. Cleanliness. Removing, replacing steering assembly. Alignment and adjustment of steering gear boxes, columns and attached mechanisms.
		Steering Linkage and Alignment	Types and characteristics of steering linkages, bushings and joints. Factors affecting wheel alignment. Use of tools, gauges and equipment to measure caster, camber, balljoint or kingpin inclination, turning angles and toe-in. Correcting alignment angles; adjustment, shimming or bending. Correction sequence. Inspecting and overhauling steering linkage and joints. Securing and locking steering components. Lubrication. Lubricant. Sealed systems. Road testing.
15	Air-conditioning and Refrigeration Systems	Refrigeration Principles	Heat transfer; conduction, convection, radiation. British thermal units. Latent heat of vaporization; effects of liquid change to vapor and vapor to liquid. Effects of pressure on boiling point and condensation. Refrigerant. The basic refrigeration system. Air induction and condensation removal systems.
		System Components	Types, characteristics and operation. Drive units, compressors and clutch drives, condensers, receivers, expansion valves, evaporators, control valves, thermostatic controls, blowers, electrical circuits. Refrigerant (Freon - 12), refrigeration oils, pressure lines and fittings.
		Inspection and Maintenance	Safety precautions and correct use of safety equipment.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
			Inspection, testing, adjustment, overhaul and replacement procedures. Use of gauges and test equipment. Importance of exercising systems. Oil level checks and replenishment procedures. Testing for leaks. Purging, evacuating and recharging procedures. Procedures for installation and removal of motor vehicle air-conditioning and refrigeration systems.

## PART 2

## Work Instruction and Experience

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instruments, fastening devices and general shop equipment. Benchwork operations. (As detailed in Part 1.)
2	Internal Combustion Engines	Operation, Testing and Adjustment	Familiarization with engines types, components and correct operation. Recognition of abnormal engine noises and causes. Vacuum and compression testing. Identification of effects of cylinder wear, defective valves, gaskets and incorrect valve timing on engine performance. Torquing heads and manifolds. Adjusting valve lash.
		Engine Reconditioning	Engine and component disassembly; cleaning, inspection, repair, reconditioning or replacement. Boring, honing, grinding, alignment and fitting operations. Reassembly of engines and components. Fits, clearances and tolerances. Torquing. Valve timing. Engine testing.
		Lubricants	Familiarization with lubricant characteristics, classifications and ratings; contamination and deterioration, frequency of change intervals.
		Lubricating Systems	Familiarization with types, operation and requirements. Servicing, overhaul or replacement of pumps, screens, oil lines and filters. Testing, servicing and adjustment of pressure indicators and controls and positive crankcase ventilation systems.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Cooling Systems	Air and liquid cooled pressurized systems. Inspection, testing, overhaul or replacement of blowers, fans, water pumps, drives, radiators and caps, thermostats, hoses and connections, temperature indicators, immersion and hot water heaters, automatic transmission oil coolers. Radiator reverse flushing and flow-testing; use of cleaning agents, coolant additives, sealers. Testing anti-freeze solutions.
		Fuel Systems (Gasoline)	Mechanical fuel/vacuum and electric pumps. Tests for pressure, vacuum and volume. Repair, overhaul or replacement of pumps, tanks and supply lines. Familiarization with principles of carburetion and characteristics of carburetors, types, operation, circuits and systems; heat riser valves, heat insulators, choke tubes, dash pots, throttle return checks, anti-stall devices and air cleaners. Testing, adjusting, cleaning and overhaul operations.
		Tune-Up and Test Procedures	Use of electrical analyzers, vacuum gauges, tachometers and timing lights to adjust idle speeds and mixtures, analyze exhaust gases, locate excess vacuum leaks, balance multi-carburetors, check and correct ignition timing and operation, adjust electrical mechanisms, switches and operating linkage. Dynamometer testing to determine engine horsepower and torque output.
		Fuel Injection Systems	Servicing and overhauling fuel injection systems. Test equipment and testing operations. Injection timing. Servicing and overhauling starting systems. Shutting down runaway engines.
		Fuel Systems (Liquefied Petroleum Gas and Vaporizing Oils)	Use and operation of liquefied petroleum gas and vaporizing oil systems. Charging L.P.G. tanks.
3	Belt Drives	"V" Belts	Inspecting, installing and adjusting.
4	Exhaust Systems	Mufflers, Resonators, Exhaust and Tail Pipes	Back pressure checks. Replacing complete exhaust systems or parts. Stress relieving. Emission control systems; inspection and servicing.
5	Electrical Systems	Automotive Electrical Circuits	Identification, tracing and testing of circuits. Use of voltmeters, ammeters and ohmmeters. Joining, splicing and soldering wires and cables. Insulating. Removal and installation of terminals, connectors, plugs, resistances and fuses.
		Switches and Instruments	Switches, relays and instruments, indicator lights, rheostats, resistors, capacitors and semi-conductors. Testing, repair and replacement.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Batteries	Inspection, testing and maintenance. Use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Activation of dry-charged batteries.
		Ignition Systems (Conventional Distributors)	Single, tandem, double headed, dual contact points, impulse generators (semi-conductor systems), etc. Distributor tests on an off vehicle. Inspection and overhaul procedures. Replacement of shafts and bushings. Contact point cleaning, replacement and adjustment. Lubrication. Testing and replacement of condensers, rotors, caps, centrifugal and vacuum advance mechanisms and radio suppressors. Installation and timing. Synchronizing dual points and distributors. Engine speed adjustments.
		Ignition Coils	Inspection, testing and replacement; output, insulation and polarity tests.
		Primary and Secondary Circuits	Testing primary and secondary circuits. Replacement of primary and high tension wiring, primary circuit switches and resistors.
		Transistor and Transistorized Ignition Systems	Familiarization with principles of operation. Ignition timing. Use of test equipment. Testing, repair and overhaul procedures.
		Spark Plugs	Types, temperature control and heat ranges. Analyzing deposits. Testing, cleaning, gapping and installing. Torquing.
		Charging Systems D.C. (Generators) A.C. (Alternators)	Inspection and testing of generators, alternators, regulators, relays, wiring and ground circuitry. On and off vehicle tests. Removing, disassembling, cleaning, overhauling, testing and reinstalling generators, alternators, regulators and relays. Lubrication. Polarizing generator. Contact cleaning, replacement and adjusting. Air gap adjustments. Replacing transistors and diodes. Bench testing and adjustment of regulators and relays.
		Starter Motors	Inspecting and testing starting circuits, motors, drive units, switches, solenoids, cables and wiring. Removing, disassembling, cleaning, overhauling, testing and reinstalling. Lubrication.
		Special Starting Systems	Series parallel and magnetic switch systems. Diesel fuel preheating systems (Glow plugs). Testing, repairing or replacing components.
		Lights	Lighting circuits. Bulbs and seal beam units. Lenses and holders. Signal lights; flasher units. Aiming, testing, installing and repairing lights and wiring.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Heaters and Defrosters	Testing, adjustment or replacement of blower motors, actuating or control systems.
		Horns	Electric and air/vacuum types. Electrical circuits and relays. Air/vacuum horn controls. Testing, adjusting, or replacement.
		Windshield Wipers	Electric single and multi-speed and vacuum types. Speed controls and washer cycling. Overhaul, repair or replacement.
		Windshield Washer	Installing, repairing or replacing windshield washers and controls. Aiming fluid nozzles.
		Power-Assist Systems	Inspection, servicing and overhaul of electrical and electro-hydraulic power assist mechanisms and circuits; windows, tailgates, convertible tops, seats, etc.
6	Power Trains	Clutches	Single and multiplate; mechanical, hydraulic, vacuum, air and electrically operated controls; servicing and adjustment. Removal, disassembly, cleaning, inspection, overhauling and reinstallation. Control adjustments and clearances. Testing.
		Standard Transmissions	Standard transmissions; direct and remote controls, power assist mechanisms, over drives, auxiliary drives. Servicing and adjustment. Removal, disassembly, cleaning, inspection, overhaul and reinstallation. Control adjustments. Lubrication. Testing.
		Automatic Transmissions	Shop testing; preliminary band and linkage adjustments; mechanical, electrical and vacuum control settings; checking of external connections and fluid levels. Familiarization with performance characteristics and specifications. Pressure testing transmission oil circuits; locating fluid leaks; interpretation of results. Air testing circuits and units (controls partially disassembled). Testing oil coolers. Stall testing automatic transmissions. Transmission removal. Pre-disassembly inspection. Disassembly, cleaning, inspection and overhaul procedures for planetary gears, friction clutches, over-running clutches, servos, bands and drums, fluid couplings, torque converters and hydraulic components. Torquing procedures. Air testing components on reassembly. Reinstallation of transmissions; control adjustments and settings. Road and dynamometer testing.
		Drive shafts	Open drive shafts, support bearings, universal joints, slip joints. Enclosed drive lines. Removal, disassembly, overhaul, reassembly and reinstallation. Torquing.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Axles and Differentials	Testing axle and differential operation. Servicing, overhauling and adjusting axle and differential control mechanisms; mechanical, electrical, air or vacuum operated. Removing, overhauling and re-installing axles and differentials. Lubrication.
		Axle Bearings and Oil Seals	Removing, relubing, replacing, adjusting or torquing. Oil seal replacement.
7	Suspension Systems	Front Suspension (Solid Axle)	Axle removal, overhaul and reinstallation. Straightening operations; Correction of caster, camber and king-pin inclination. Lubrication.
		Leaf Springs	Single leaf, multi-leaf and helper springs; mountings and related components. Inspecting, removing, overhauling and reinstalling. Lubrication.
		Front and Rear Independent Suspensions	Coil and leaf spring, torsion bar and air-hydraulic systems. Suspension mountings. Trimming dimensions. Overhaul of suspensions and related components; shock absorbers, stabilizers and radius rods. Removing compressed springs and related parts. Replacing bushings; maintaining preloading. Torsion bar replacement. Torquing suspension components assembly realignment. Lubrication; sealed systems.
		Front and Rear Suspension Systems (Commercial Vehicles)	Leaf and coil spring, torsion bar, rubber and air cushion types. Overhaul of suspensions and related components, hangers and suspension control rods. Assembly realignment. Lubrication.
		Wheels and Rims	Removal, repair, servicing and reinstallation. Handling equipment. Checking run-out.
		Tires, Tubes and Valves	Demounting, inspection, repair and mounting. Equipment and lubricants. Tire inflation precautions. Recognition of tire wear, faults and misalignment. Tire rotation.
		Wheel and Tire Balancing	Use of on and off vehicle balancing equipment. Installation of weights.
8	Brake Systems	Service Brakes	Manual and power assisted; hydraulic, vacuum-hydraulic, air-hydraulic, air operated. Disassembly, inspection, overhaul or reconditioning and reinstallation. Cleaning operations. Relining brake shoes. Reconditioning brake drums and discs, wheel cylinders and master cylinders. Flushing and bleeding systems. Flushing agents. Approved fluids. Servicing and adjustment. Control valve adjustments and settings. Road testing.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Parking Brakes	Brake actuating systems and components. Inspection, overhaul or reconditioning. Adjusting and testing.
9	Frames	Standard Type	Determination of frame damage. Inspection. Frame straightening and alignment. Rivetting, welding and bolting frame members. Cross member replacement. Heat straightening.
		Unitized Construction	Damage inspection. Straightening and alignment. Replacement and realignment of underbody sections and suspension mountings. Front end alignment proofing check. Heat straightening. Sealing, painting and insulating.
10	Steering Systems	Manual Types	Cam lever, worm and roller, worm and sector, rack and pinion, recirculating ball types. Gear shift controls and attached mechanisms. Removal, overhaul and reinstallation of steering box and column assemblies. Lubrication. Alignment and adjustment. Road testing.
		Power Types	Integral and linkage types. Filling and bleeding systems. Approved fluids. Adjusting pump drives and belts. Testing pressures and valve operation. Adjustment and centering of control valves. Centering steering on high point. Removal, overhaul and reinstallation of power steering systems. Alignment and adjustment. Road testing.
		Steering Linkage and Alignment	Use of gauges and equipment to measure caster, camber, ball joint or king-pin inclination, turning angles and toe-in. Correction of alignment angles by adjustment, shimming or bending. Correction sequence. Inspection and overhaul of steering linkage and joints. Securing and locking steering components. Lubrication; sealed systems. Road testing.
11	Air-Conditioning and Refrigeration Systems	Inspection and Maintenance	Familiarization with safety precautions and use of safety equipment. Inspection, testing, adjustment, overhaul or replacement of drive units, compressors and clutch drives, condensers, receivers, expansion valves, evaporators, control valves, thermostatic controls, blowers, electrical circuits, pressure lines and fittings, refrigerant. Oil level checks and replenishment. Purging, evacuating and recharging operations. Installation and removal of motor vehicle air-conditioning and refrigeration systems.



## REGULATION 41

### under The Apprenticeship and Tradesmen's Qualification Act

#### MOTORCYCLE MECHANIC

##### 1. In this Regulation,

- (a) "certified trade" means the trade of motorcycle mechanic;
- (b) "motorcycle" means a self-propelled vehicle,
  - (i) having a seat or saddle for the use of the driver and designed to travel on not more than three wheels in contact with the ground, and includes a bicycle with a motor attached and a motor scooter, and
  - (ii) that is registered for use on a highway under *The Highway Traffic Act*;
- (c) "motorcycle mechanic" means a person who repairs, disassembles, assembles or maintains motorcycles and tests them for faults or road worthiness, but does not include a person who,
  - (i) removes, repairs, and balances wheels and tires,
  - (ii) changes oil in motorcycles or lubricates motorcycles, including lubricating drive shafts,
  - (iii) supplies motorcycles with anti-freezing solutions,
  - (iv) replaces cooling-system hoses, engine-driven belts, and thermostats,
  - (v) cleans or replaces spark plugs,
  - (vi) installs new or rental batteries or battery cables, or recharges batteries, and
  - (vii) performs any other duties normally performed by a service station attendant. O. Reg. 101/69, s. 1.

2. The trade of motorcycle mechanic is designated as a certified trade for the purposes of the Act. O. Reg. 101/69, s. 2.

3. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) in practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 101/69, s. 3.

4.—(1) Subject to subsections 2 and 3, an apprentice shall complete three periods of training and instruction of 1800 hours per period.

(2) Where the apprentice is the holder of an Ontario Grade 12 Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete three periods of training and instruction of 1600 hours per period.

(3) Where the apprentice is the holder of an Ontario Grade 12 Secondary School Graduation Diploma majoring in auto mechanics or has such other qualification that, in the opinion of the Director, is equivalent thereto, he shall complete three periods of training and instruction of 1200 hours per period. O. Reg. 101/69, s. 4.

##### 5. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 2 of section 10 of the Act. O. Reg. 101/69, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 70 per cent during the second period of training and instruction; and
- (c) 90 per cent during the third period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade or, where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. O. Reg. 101/69, s. 6.

7. The subjects of examination for an apprentice are the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 101/69, s. 7.

8. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the certified trade, one apprentice plus an additional apprentice for each additional two journeymen employed by the employer in the certified trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the certified trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional two journeymen employed by the employer in the certified trade and with whom the apprentice is working. O. Reg. 101/69, s. 8.

Schedule

MOTORCYCLE MECHANIC

PART 1

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics	Arithmetic  Geometry	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes.  Lines, planes and angles.
2	Science	Physics	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.
4	Drafting	Basic Drafting and Interpretation	Preparation of elementary working drawings and dimensioned sketches of motorcycle components. Interpretation of exploded drawings, electrical and hydraulic circuits and schematics used in manufacturers' manuals.
5	General Shop Practice	Safety          Hand Tools	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling of gasoline, oils and cleaning solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.  Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Power Tools	drifts, scrapers, snips, clamps, drill bits, reamers, vises, taps and dies. Stud extractors. Hones. Tool crib procedures.  Use and care of portable air/electric drills, impact tools, grinders, sanders.
		Benchwork	Cutting with hacksaw, filing, scraping, drilling, reaming, rivetting, use of drill press. Use of bench grinders. Grinding of drill bits, chisels, etc. Fitting bearings, bushings; honing; cutting and flaring tubing. Soldering, gasket making. Oxy-acetylene and arc welding and cutting. Brazing techniques. Care and maintenance of welding equipment.
		Measuring Instruments	Use of rules, straight edges and squares. Feeler gauges, calipers, verniers, micrometers, telescopic gauges, dial indicators, trammel gauges, pressure gauges.
		Fastening Devices	Purpose and types of bolts, nuts, studs, screws and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures. Tightening torques. Cutting internal and external threads. Removing broken studs. Heli-coil type inserts. Purpose and types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants, sealers and locking compounds.
		General Shop Equipment	Capacities and correct usage of chain-hoists, jacks, stands, hydraulic presses, pullers. Power hacksaws. Operation and maintenance of degreasing and steam-cleaning equipment. Operation and running maintenance of air compressors.
6	Air-Cooled Engines	Principles, Types and Definitions	Principles of operation. 2 and 4 stroke cycles. Engine types — single and multi-cylinder; side and O.H.V.  Definition of bore, stroke, combustion, piston displacement, clearance volume, swept volume, compression ratios and pressures, horsepower, torque. Engine formulae. Heat transfer. Combustion chamber design and efficiency.
		Engine Components	Types and function of engine components: cylinders, cylinder heads, pistons and rings, wrist pins, connecting rods. Crankcases, crankshafts, flywheels, bearings. Valves and guides, valve trains, camshafts, timing gears or chains, gaskets.
		Engine Disassembly and Cleaning	Disassembly procedures and sequence. Removing heads and cylinders, disassembly of crankcases and



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Inspection	connecting rod/crankshaft assemblies. Cleaning procedures for ferrous and non-ferrous metals.  Inspection procedures. Wear limits. Non-destructive testing techniques. Cylinder wear: ovality and taper, oversize limits.
		Overhaul and Reconditioning	Procedures and equipment for: cylinder boring, honing and deglazing. Piston and ring fitting: clearances. Use of honing machine for resizing connecting rod bores for oversize wrist pins and rollers, piston pin fitting. Removal and installation of interference fit pins and bearings — thermal and cold-press methods. Reaming and lapping crankshaft main bearing bushings.
		Valve Train Servicing	Procedures and equipment for: Refacing valves and seats: lapping and testing contact areas. Refacing rocker arms and tappets. Removing, installing and resizing valve guides. Testing hydraulic lifters and valve springs.
		Engine Reassembly	Assembly sequence and procedures. Fits, clearances and tolerances. Torquing. Reassembling and aligning crankshaft/connecting rod assemblies. Use of dial gauges, aligning fixtures, lathes or "V" blocks and surface plates. Valve timing and lash settings.
		Types and Classification of Lubricants	Characteristics of lubricants: Detergent, non-detergent. S.A.E. viscosity ratings, A.P.I. classification. Additives. Oil contamination and deterioration. Graphites and greases.
		Lubricating Systems	Types of engine lubricating systems: wet sump, dry sump, fuel/oil mix, pressure, splash and dip feeds. Metering controls. Gear, plunger and vane type pumps; screens and filters; full-flo and by-pass types. Pressure indication and control. Servicing and overhaul procedures.
		Carburetion and Fuel Systems	Definition of fuel/air ratio, atomization, vapourization, weight of fuel and air, venturi. Motorcycle carburetor types and characteristics: side and down draft, float and diaphragm types. Carburetor circuits and systems. Throttle types: disc (butterfly), manual or vacuum controlled variable venturi slide valves, combination types. Choke valves. Fuel pumps, air cleaners, filters and strainers, fuel valves and lines. Throttle controls and cables. Maintenance, cleaning, overhaul or replacement, and adjusting procedures. Synchronizing dual carburetors. Fuel tank repairs: safety precautions.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Exhaust Systems	Muffler types and characteristics; acceptable noise levels. Causes of excessive back pressure: effect on engine operation. Exhaust port carbon build-up and removal (2 cycle engines). Exhaust pipe and muffler removal and installation.
7	Electrical Systems	Basic Electricity	Definition of amperes, voltage, resistance, Ohm's Law. Electron flow. Electro-magnetism. Series and parallel circuits. Voltage drop. Conductors and insulators. Use of voltmeters, ammeters, and ohmmeters.
		Electrical Circuits	Characteristics of typical motorcycle circuits. Voltages and currents. Ground circuits. Automotive type wire and cables. Insulation materials. Joining, splicing, soldering and insulating wires and cables. Removal and installation of terminals, connectors and plugs. Effects of temperature, shorts, grounds, poor connections. Resistances, fuses and circuit breakers. Identification, tracing and testing of circuits.
		Switches and Instruments	Operation and function of switches, relays and instruments. Indicator lights. Rheostats, resistors, capacitors and semi-conductors. Test, repair and replacement procedure.
		Batteries	Principles, characteristics and function of lead acid batteries. Electro-chemical action. Inspection, testing and maintenance. Use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Charging and handling hazards. Dry-charged batteries activation procedures.
		Coil Ignition Systems	Characteristics and function of ignition coils. Electro-magnetic induction. Polarity, secondary voltage range, internal and external resistors. Coil testing equipment; output, insulation and polarity tests. Function, mounting and driving of distributors. Cam lobes, single and double contact points, dwell angle, condensers, rotors. Centrifugal and manual advance. Secondary voltage distribution. Radio suppression. Ignition timing. Inspection, testing and overhaul procedures. Synchronizing dual points.
		Magneto Ignition	Types, characteristics, construction and principles of operation. Primary and secondary circuits. Breaker mechanisms. Spark advance methods. Timing procedures. Magneto inspection, testing, adjusting and overhaul.
		Spark Plugs	Characteristics and operation. Temperature control and heat ranges. Analyzing deposits. Testing, cleaning, gapping and installing. Torquing.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		D.C. Systems	Types. Generator construction and principles of operation. Electro-magnetic induction. Electrical and magnetic circuits. Commutation. Regulator types, construction features and operation. Voltage and current regulation; cut-out relays. Temperature compensation.
		A.C. Systems	Alternator types, construction and principles of operation. Electro-magnetic induction. Electrical circuits ("Y" and delta). Magnetic circuits. Rectification. Current limitation. A.C. regulators and relays. Temperature compensation.
		Inspection Testing Repair and Overhaul	Inspection and test procedures for generators, alternators, regulators, relays, wiring and ground circuitry. Disassembly, cleaning, overhauling, adjusting, testing generators, alternators, regulators, and relays. Replacing wiring. Replacing rectifiers.
		Starter Motors and Starter Generators	Types and principles of operation. Electric and magnetic circuits. Commutation. Starter motor drives. Neutral switches. Inspecting and testing starting circuits; motors, drives, switches, cables and wiring. Cleaning, repair and overhaul procedures.
		Lights	Types and characteristics. Bulbs and seal beam units. Lenses and holders. Signal lights; flasher units. Series and parallel circuits. Ground circuits. Aiming, testing, installing and repairing lights.
		Horns	Characteristics. Horn operation. Electrical circuits and relays. Amperage draw. Horn controls. Inspecting and adjusting horns.
8	Power Trains	Chain Drives	Characteristics of typical chain drives for camshafts, timing, primary drives and rear drives. Correct use of master links and chain tensioners. Lubrication requirements and methods. Determination of chain and sprocket wear; wear limits. Free-play adjustment. Rear drive chain alignment procedures. Chain and sprocket removal, installation, alignment and adjustment.
		Shaft Drives	Characteristics of typical shaft drive motorcycles. Types of shafts, universal joints, bevel gears, bearings, seals. Procedures for adjusting bearings and gear lash. Overhaul or replacement of shaft drive assemblies.
		Clutches	Types, characteristics and operation: single and multiple disc wet and dry types. Clutch components. Controls and cables. Adjustment, overhaul and replacement procedures. Characteristics and operation of automatic centrifugal clutches and variable ratio "V" belt drives. Component parts.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		<p>Transmissions</p> <p>Rear Axles (3 wheel Vehicles)</p> <p>Wheels, Axles, Bearings, Tires</p>	<p>Overhaul and internal adjustment procedures. Belt replacement techniques.</p> <p>Types and characteristics and operation, 2 to 6 speed. Component parts. Gear types: fixed, cluster and sliding. Input, output and countershafts. Gear shift forks, controls and selector mechanisms. Types and characteristics of kick starter and scooter starting mechanisms. Adjustment, overhaul and replacement procedures. Lubrication requirements.</p> <p>Types and characteristics. Component parts. Differential action. Lubrication requirements. Procedures for replacing oil seals, bearings and adjusting gear lash. Overhaul and replacement procedures.</p> <p>Characteristics and construction features: motorcycle wheels, axles and bearings. Procedures for removing and installing wheels. <b>Wheel trueing</b>; spoke tightening; checking run-out. Bearing lubrication, replacement, adjustment. Procedures for checking wheel tracking alignment. Tire and tube construction and characteristics: inspection techniques. Tire demounting and mounting. Tube repair techniques. Wheel balancing procedures. Security bolt use.</p>
9	Frames and Suspension Systems	Frames, Forks, Hydraulics	Types, characteristics and construction features: frames, front fork and head fittings, steering dampers, front and rear suspension units, rear forks and ride controls. Procedures and techniques for servicing and overhaul of hydraulic suspension units and frame assemblies. Procedures for frame straightening and alignment: Cold press and heat straightening, when and where to use. Safety precautions. Priming and paint touch-up technique: use of aerosol materials. Procedures and fittings for side-car hook-ups: alignment techniques.
10	Brake Systems	Mechanical and Hydraulic Brakes	Types and characteristics of mechanical motorcycle brakes: single and dual cam, front cable and rear pedal controlled. Characteristics of hydraulic brake systems. Procedures for adjusting, overhauling and servicing mechanical and hydraulic systems, <b>replacing cables and controls, relining shoes, trueing drums, honing wheel and master cylinders.</b>
11	Components	Related Components and Accessories	Types and characteristics: handlebars, fenders, chain guards and covers, foot-rests, saddles and seats. Adjustment, repair or replacement procedures.
12	Motorcycle Inspection	Inspection Techniques	Use of <b>traffic code, motorcycle operating and riding</b> techniques, safety precautions and protective equipment. Testing and checking procedures. Preparing inspection reports: D.O.T. inspection procedures and requirements.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
13	Motorcycle Shop Management	Operations	Business organization: types of ownership. Shop equipment. Advertising methods. Salesmanship. Business law: financial operations. Government regulations applicable to motorcycle repair shops, journeymen and apprentices. Parts and supplies ordering: trade discounts. Quality control: acceptable standards, warranties.
		Costing	Elementary bookkeeping: average operation times, labour, parts and overhead costs. Use of pricing lists and manuals. Billing typical repair work.
		Public Relations	Proper conduct and business dealings in relation to employer, customers and coworkers. Punctuality.

## PART 2

## Work Instruction and Experience

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instruments, fastening devices and general shop equipment. Benchwork operations (as detailed in Part 1.)
2	Air-Cooled Engines	Engine Operation, Testing and Adjustment	Familiarization with 2 and 4 stroke engine types, components and correct operation. Recognition of abnormal engine noises and causes. Identification of effects of cylinder wear, defective valves, gaskets and incorrect valve timing on engine performance. Torquing heads. Adjusting valve lash. Compression testing.
		Engine Repair and Reconditioning	Repair and complete overhauls: including disassembly, cleaning and inspection, cylinder boring and honing, bearing and pin fitting, valve and seat refacing. Crankshaft disassembly, reassembly and alignment. Valve timing and lash setting.
		Lubricants and Lubrication Systems	Familiarization with lubricant types, classifications, ratings and usage. Fuel/oil mix and ratio. Engine oil pumps, lines, filters, gauges, pressure and metering controls. Adjustments, overhaul and maintenance.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Carburetion and Fuel Systems	Carburetors, pumps, air cleaners, filters and lines. Maintenance, rebuilding, testing and adjusting. Synchronizing dual carbs. Throttle control and cable adjustment and replacement. Tank repairs.
		Exhaust Systems	Replacement of exhaust pipes and mufflers. Carbon removal (2 cycle).
3	Electrical Systems	Ignition Systems	Magneto and coil ignition systems. H.T. cables, spark plugs. Testing, adjusting and servicing, overhaul or replacement. Ignition timing.
		A.C. and D.C. Systems	Generators, alternators, rectifiers, regulators, starter motors, instrument panels, lights, signals, horns, circuit breakers and fuses, switches, cables and wiring. Testing, adjusting, overhaul or replacement. Charging and testing batteries.
4	Power Trains	Chain Drives	Camshaft, timing, primary, rear drive chains and sprockets: master links, chain tensioners. Lubrication. Free play and wear limit checks. Adjustment alignment, replacement.
		Shaft Drives	Shafts, universals, bevel gears, bearings. Gear lash-settings and adjustments. Overhaul and replacement.
		Clutches	Single and multiple disc wet and dry types. Controls and cables. Overhaul, replacement and adjustment. Automatic centrifugal clutches and variable ratio "V" belt drives. Overhaul and internal adjustments. Belt replacement.
		Transmissions	2 to 6 speed types. Gear shift selectors, linkage and controls. Kick-starter and scooter starting mechanism. Overhaul, testing and adjustments.
		Rear Axles (3 Wheel Vehicles)	Rear axles, differentials. Replacing oil seals and bearings. Adjusting ring gear and pinion mesh and back-lash. Complete overhauls.
		Wheels, Bearings, Tires	Wheels, axles and bearings: Wheel removal and installation: trueing, spoke tightening. Bearing lubrication, replacement and adjustment. Wheel tracking alignment. Tire inspection, demounting and mounting. Tube repairs. Pressure checks. Use of security bolts. Wheel balancing.
5	Frames and Suspension Systems	Frames, Forks, Hydraulics	Frames, front fork and head fittings, steering dampers, front and rear suspension units, rear forks. Ride controls. Servicing and overhaul of hydraulic suspension units and frame assemblies. Frame straightening and alignment: heat straightening precautions. Priming and paint touch-up after repairs. Side-car hook-ups and alignment.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
6	Brake Systems	Mechanical and Hydraulic Brakes	Single and dual cam types. Front cable and rear pedal controls. Hydraulic brakes. Servicing and adjustments. Overhauling brake systems, replacing cables and controls, relining shoes, honing master and wheel cylinders.
7	Components	Related Components and Accessories	Handlebars, fenders, chain guards and covers, foot-rests, saddles and seats. Adjustment, repair or replacement.
8	Motorcycle Operation	Road Testing and Inspection	Familiarization with traffic code, operating and riding techniques, safety precautions. Road testing. Preparing inspection reports: familiarization with D.O.T. inspection procedures and requirements.

O. Reg. 101/69, Sched.

## REGULATION 42

### under The Apprenticeship and Tradesmen's Qualification Act

#### PAINTERS AND DECORATORS

##### 1. In this Regulation,

(a) "painter and decorator" means a person who,

(i) does brush, roller and spray painting,

(ii) hangs paper and applies vinyl fabrics, grass cloth and similar products,

(iii) applies plastic wall coverings and special finishes to wood and other materials,

(iv) applies preservatives and protective coatings,

(v) does sign writing, or

(vi) tapes gyproc and wallboard;

(b) "trade" means the trade of painter and decorator. O. Reg. 228/65, s. 1.

2. An apprentice training program in the trade is established and shall consist of four periods of training and instruction of 1800 hours each,

(a) at full-time educational day classes provided at a College of Applied Arts and Technology in the courses contained in Schedule 1; and

(b) in practical training and instruction provided by an employer of the apprentice in the courses contained in Schedule 2. O. Reg. 228/65, s. 2, *revised*.

3. The rate of wages for an apprentice in the trade whether for his regular daily hours or hours in excess of his regular daily hours shall be not less than,

(a) 40 per cent during the first period;

(b) 50 per cent during the second period;

(c) 60 per cent during the third period; and

(d) 80 per cent during the fourth period,

of the rate of wages or its equivalent for a journeyman employed by the same employer in the trade and with whom the apprentice is working. O. Reg. 228/65, s. 3.

4. The number of apprentices who may be employed by an employer in the trade shall not exceed,

(a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every five journeymen employed by the employer in the trade and with whom the apprentice is working; and

(b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus one additional apprentice for each additional five journeymen employed by the employer in the trade and with whom the apprentice is working. O. Reg. 228/65, s. 4.

**Schedule 1****PAINTERS AND DECORATORS****In-School Training**

ITEM	COLUMN 1	COLUMN 2
	Subject	Instruction To Be Given
1	Colour theory	Light behaviour, wave length, absorption, reflection, blending and colour harmony.
2	Drafting	Print and specification reading.
3	Mathematics	As related to surface measurement and quantities.
4	Industrial economics	As related to preparation, application, repair and maintenance.
5	Industrial safety	As related to the trade requirements.

O. Reg. 228/65, Sched. 1.

**Schedule 2****PAINTERS AND DECORATORS****Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2
	Subject	Work Instruction and Experience
1	Trade Practice	Shop practice relating to the use of hand, portable and power tools, and equipment in common use in the trade.
2	Interior and exterior painting	Surface preparation, application of priming, intermediate and finish coats on building and construction materials.
3	Interior and exterior wood finishing	Surface preparation, application of stain and filler, bleaches, shellac, putties, varnish coats and lacquer.
4	Wall coverings	Surface preparation, cutting, pasting and application of covering. Application of high-priced hangings.
5	Special features	Graining, blending, mottling, stippling, glazing, texturing, brocade finishing and marbling.

O. Reg. 228/65, Sched. 2.



## REGULATION 43

### under The Apprenticeship and Tradesmen's Qualification Act

#### PLASTERERS

##### 1. In this Regulation,

- (a) "certified trade" means the trade of plasterer;
- (b) "plasterer" means a person who,

- (i) applies plaster and stucco to the walls and ceilings, whether interior or exterior, of a structure,

- (ii) applies plaster and stucco on lath, masonry and rigid insulation, and

- (iii) tapes gyproc and wallboard. O. Reg. 469/70, s. 1.

2. The trade of plasterer is designated as a certified trade for the purposes of the Act. O. Reg. 469/70, s. 2.

3.—(1) No person shall become an apprentice in the certified trade unless he has completed Grade 8 or has such other academic qualification that, in the opinion of the Director, is equivalent thereto.

(2) Notwithstanding subsection 1, a person who has,

- (a) graduated in a course for the trade of plasterer offered in the occupational program of a Junior or Special Vocational School; and

- (b) been recommended to the Director by the principal of the school where he completed the course for enrollment as an apprentice in the certified trade,

may be registered as an apprentice in that trade. O. Reg. 469/70, s. 3.

4. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto, in the subjects contained in Schedule 1; and

- (b) practical training and instruction provided by the employer of the apprentice in the subjects contained in Schedule 2. O. Reg. 469/70, s. 4.

5. An apprentice shall complete four periods of training and instruction of 1600 hours per period. O. Reg. 469/70, s. 5.

6. The subjects of examination for an apprentice in the certified trade are the subjects contained in schedules 1 and 2. O. Reg. 469/70, s. 6.

7. Notwithstanding subsection 2 of section 8 of Regulation 33 of Revised Regulations of Ontario, 1970 every hour worked by an apprentice in excess of his regular daily hours of practical training and instruction shall be included in computing the hours spent in training and instruction. O. Reg. 469/70, s. 7.

8. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every five journeymen employed by that employer in the trade and with whom the apprentice is working; and

- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional five journeymen employed by that employer in the trade and with whom the apprentice is working. O. Reg. 469/70, s. 8.

9. Sections 8 and 9 and subsections 2, 3 and 4 of section 10 of the Act do not apply to any person who works or is employed in the certified trade. O. Reg. 469/70, s. 9.

10. A certificate of qualification in the certified trade is not required to be renewed. O. Reg. 469/70, s. 10.

## Schedule 1

## PLASTERER

## In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Academic Subjects	General	Blueprint reading, arithmetic, geometry, English, inter-relationships with supervisors and fellow workers.
		Trade Terminology	Vocabulary of plastering terms and inter-relationship with other building trades.
2	General Trade Practice	Safety	Safety practices in the erection and use of scaffolds, ladders, hoisting and other such equipment. <i>The Construction Safety Act.</i>
			Housekeeping: protection of finished work, removal of waste materials, clean up of job site.
		Tools	Identification, care and use of hand and power tools and equipment as related to the trade and safety practices pertaining to same.
		Bases	Types and uses: Masonry such as brick, clay and tile, gypsum block, cement block, metal lath, gypsum board, insulating fiber boards, insulating polystyrene.
		Base Coats	Neat hardwall, fibered and unfibered. Light weight base coats as perlite and vermiculite. Portland cement plaster; waterproofing. Concrete, bond stone and plaster weld.
		Aggregates	Identification, selection and use of sand, perlite and vermiculite.
		Smooth Finishes	Lime, keenes, non-alkaline.
		Irregular Finishes	Sponge, dash, float, stipple, acoustic, spray, stucco.
3	Molds	Types and Uses	Fabrication, run in place, run on bench.
4	Mitering	Mitering Techniques	Use of joint rod, cut and planted returns.
5	Layout	Identification and Planning	General geometric layout for all plastering conditions in shop and site.
6	Quantity Take-off	Calculations	Method of calculating areas and volumes and determining the related requirements of plastering materials.

**Schedule 2****PLASTERER****Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Trade Practice	<p>Safety</p> <p>Tools</p> <p>Bases</p> <p>Materials</p> <p>Application</p>	<p>Safety practices in the erection and use of scaffolds, ladders, hoisting and other such equipment. <i>The Construction Safety Act.</i></p> <p>Housekeeping: Protection of finished work, removal of waste materials, clean up of job site.</p> <p>Trade Terminology: Vocabulary of plastering terms and inter-relationship with other building trades.</p> <p>Identification, care and use of hand and power tools and equipment as related to the trade and safety practices pertaining to same.</p> <p>Types and uses: Masonry such as brick, clay and tile. Gypsum block, cement block. Metal lath. Gypsum board. Insulating fiber boards. Insulating polystyrene.</p> <p>Identification and use of plastering materials for both base and finishing coats.</p> <p>Techniques of application, by hand and by machine.</p>
2	Molds	Construction and Use	Fabrication, run in place, run on bench.
3	Mitering	Application	Use of joint rods, cut and planted returns.
4	Layout	Practical Planning	General geometric layout for all plastering conditions in shop and site.
5	Quantity Take-off	Practical Calculations	Calculating areas and volumes and determining the related requirements of plastering materials.
6	Leadership	Indoctrination	Functions of a superintendent. Reading and interpretation of specifications. Room scheduling.



## REGULATION 44

### under The Apprenticeship and Tradesmen's Qualification Act

#### PLUMBERS

##### 1. In this Regulation,

(a) "certified trade" means the trade of plumber;

(b) "plumber" means a person who,

- (i) lays out, assembles, installs, maintains or repairs in any structure, building or site, piping, fixtures and appurtenances for the supply of water for any domestic or industrial purpose or for the disposal of water that has been used for any domestic or industrial purpose,
- (ii) connects to piping any appliance that uses water supplied to it or disposes of waste,
- (iii) installs the piping for any process, including the conveyance of gas, or any tubing for a pneumatic or air-handling system,
- (iv) makes joints in piping, or
- (v) reads and understands design drawings, manufacturers' literature and installation diagrams for piping and appliances connected thereto,

but does not include a person engaged in,

- (vi) the manufacture of equipment or the assembly of a unit prior to delivery to a building, structure or site,
- (vii) the laying of metallic or non-metallic pipe into trenches to form sanitary or storm sewers, drains or water mains, or
- (viii) the repair and maintenance of the installations in an operating industrial plant. O. Reg. 227/65, s. 1; O. Reg. 224/66, s. 1.

2. The trade of plumber is designated as a certified trade for the purposes of the Act. O. Reg. 227/65, s. 2.

3.—(1) An apprentice training program is established for the certified trade and shall consist of five periods of training and instruction of 1800 hours each,

(a) at full-time educational day classes provided at a College of Applied Arts and Technology in the courses contained in Schedule 1; and

(b) in practical training and instruction provided by an employer of the apprentice in the courses contained in Schedule 2.

(2) An apprentice in the certified trade who holds a Secondary School Graduation Diploma is entitled to,

(a) a credit of 450 hours in respect of the first period of training and instruction; and

(b) a further credit of 450 hours at the end of each of the first, second and third periods of training and instruction if he obtains at least 75 per cent of an examination prescribed by the Director. O. Reg. 227/65, s. 3, *revised*.

##### 4. Any person who,

(a) applies in the prescribed form for apprenticeship in the certified trade; and

(b) becomes an apprentice within three months after commencing to work in that trade,

is exempt from subsection 2 of section 10 of the Act. O. Reg. 227/65, s. 4.

5. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

(a) 40 per cent during the first period of training and instruction;

(b) 50 per cent during the second period of training and instruction;

(c) 60 per cent during the third period of training and instruction;

(d) 70 per cent during the fourth period of training and instruction; and

(e) 80 per cent during the fifth period of training and instruction,

of the hourly rate of wages or its equivalent for a journeyman employed by the same employer in the certified trade and with whom the apprentice is working. O. Reg. 227/65, s. 5.

6. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every three journeymen employed by the employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first jour-

neyman employed by the employer plus an additional apprentice for each additional three journeymen employed by the employer in the trade and with whom the apprentice is working. O. Reg. 227/65, s. 6; O. Reg. 224/66, s. 2.

7. A certificate of qualification expires with the 28th day of February in each year. O. Reg. 227/65, s. 7.

Schedule 1

PLUMBERS

In-School Training

ITEM	COLUMN 1	COLUMN 2
	Subject Matter	Instruction To Be Given
1	Metallurgy	Ferrous and non-ferrous metal and alloys. Uses and characteristics.
2	Building Construction	Codes, materials, hangers, supports and fixings.
3	Science	Fluids and gases, pressure, strength of materials, plastics, corrosion, electricity, bacteriology.
4	Drafting	Print and specification reading.
5	Mathematics	Measurement, quantities, capacities, rate of flow and such mathematics as are related to science.
6	Industrial Economics	As related to installation, repair and maintenance.
7	Welding and Heating Equipment	Gas welding as related to metal bending, joining and repair. Safety.
8	Sanitary Engineering	Waste products and their disposal.

**Schedule 2****PLUMBERS****Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2
	Subject Matter	Work Instruction and Experience
1	Shop Technique	Shop practice relating to the use of hand tools, portable tools and power tools and equipment.
2	Materials	Metal, plastic, concrete and ceramic.
3	Pipe and Duct Preparation	Cut, bend, thread, ream, flare and mould as related to the material.
4	Pumps	Pressure and vacuum.
5	Controls and Valves	Safety, manual, semi-automatic and automatic.
6	Drainage and Sanitation	Air and vacuum vents and stacks, health, chemical and petroleum wastes.
7	Assembly	Align and join complete or sub-units.
8	Installation	Support and secure complete or sub-units in the shop or in the field.

O. Reg. 227/65, Sched. 2.



## REGULATION 45

### under The Apprenticeship and Tradesmen's Qualification Act

#### RADIO AND TELEVISION SERVICE TECHNICIANS

##### 1. In this Regulation,

- (a) "certified trade" means the trade of radio and television service technician;
- (b) "radio and television service technician" means a person who,
  - (i) installs, adjusts and repairs radio and television receivers and other domestic electronic equipment,
  - (ii) makes adjustments to obtain desired density, linearity, focus, colour and size of television pictures,
  - (iii) isolates and detects defects by the use of schematic diagrams, voltmeters, generators, oscilloscopes and other electronic testing instruments,
  - (iv) tests and changes tubes and other components,
  - (v) repairs loose connections and repairs or replaces defective parts by the use of hand tools and soldering irons, and understands electronic theory and shop techniques,

but does not include a person who is,

- (vi) engaged in the manufacture of radio, television, amplifier or other related electronic equipment,
- (vii) employed in the repair and maintenance of radio, television, amplifier or other related electronic equipment in an industrial plant, or
- (viii) engaged in the wiring of radio, television, amplifier or other related electronic equipment to an external power source. O. Reg. 129/70, s. 1, *amended*.

2. The trade of radio and television service technician is designated as a certified trade for the purposes of the Act. O. Reg. 129/70, s. 2.

3. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided by a College of Applied Arts and Technology in the subjects contained in Schedule 1 or in courses that, in the opinion of the Director, are equivalent thereto; and
- (b) practical training and instruction provided by an employer of the apprentice in the subjects contained in Schedule 2. O. Reg. 129/70, s. 3.

4.—(1) Subject to subsection 2, an apprentice shall complete four periods of training and instruction of 2,000 hours per period.

(2) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma or has at least pass standing in Ontario Grade 12 English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete four periods of training and instruction of 1,800 hours per period. O. Reg. 129/70, s. 4.

5. The hourly rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 40 per cent during the first period of training and instruction;
- (b) 50 per cent during the second period of training and instruction;
- (c) 60 per cent during the third period of training and instruction;
- (d) 80 per cent during the fourth period of training and instruction,

of the average hourly rate of wages for journeymen employed by the employer in that trade or, where the employer is the only journeyman employed, of the average hourly rate of wages for journeymen in the area. O. Reg. 129/70, s. 5.

6. The subjects of examination for a certificate of qualification are the subjects contained in schedules 1 and 2. O. Reg. 129/70, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the certified trade, one apprentice plus an additional apprentice for every two journeymen employed by the employer in the certified trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the certified trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for every

additional two journeymen employed by the employer in the certified trade and with whom the apprentice is working. O. Reg. 129/70, s. 7.

8. Sections 8 and 9 and subsections 2, 3 and 4 of section 10 of the Act do not apply to any person who works or is employed in the certified trade. O. Reg. 129/70, s. 8.

9. A certificate of qualification in the certified trade is not required to be renewed. O. Reg. 129/70, s. 9.

Schedule 1

RADIO AND TELEVISION SERVICE TECHNICIAN

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics (Trade Related)	Mathematics	Fractions, decimals, square root. Graphs, co-ordinates. Powers, indices. Equations: types, applications. Trigonometry; right angles and vector relationships. Slide rule types and usage. Decibel calculations.
2	Science	Physics	Electricity; static and dynamic. Electron Theory; electromotive force, ionization. Electricity in motion. Ohm's Law. Electro-chemical energy. Conductors, semi-conductors and insulators. Electrical measurement units. Light; principles, wave motion. Sound; units of measurement. Magnetism; principles and application. Electro-magnetic induction. Hysteresis electromagnets.
3	English	Usage and Business Communication	Trade terminology and usage. Sentence and paragraph structure. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals, exploded drawings and parts lists.
4	Electronic Drafting	Interpretation	International and Mil-Spec. symbols; circuits, cable-forms, wire harnesses, fastening and locking devices. Chassis and panel layout. Printed circuits; materials and finishes. Schematics and Circuit tracing, colour codes.
5	General Shop Practice	Safety	Safety rules and safe operating procedures. First Aid. Fire prevention; use and maintenance of fire-fighting equipment. High voltage hazards; bleeding-off procedures, use of non-conductive matting, isolation transformers. X-ray emission. Picture tube handling; implosion hazards. Cleaning solvent use; toxic fume hazard. Correct lifting methods. Good housekeeping.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Hand Tools	Care and use of: screwdrivers, pliers, sockets, files. Electric soldering irons and guns. Wire forming and connections, soldering and desoldering components. Use of heat sinks, resin cored solders. Insulating.
		Power Tools	Care and use of—Portable electric drills, bench grinders. Drilling. Grinding screwdrivers and drill bits.
		Test Equipment	Types, care and use of: voltmeters, ammeters, ohm-meters, bridges, field strength meters, volume unit-meters, distortion meters. Signal generators; calibration requirements. Oscilloscopes; operation, uses and servicing.
6	Basic Electricity	Direct Current	Series circuits; total resistance, current flow, voltage drops. Parallel circuits; total resistance branch currents, total current. Series-parallel circuits; total resistance simplification of series-parallel combinations, voltage drops, current. Short circuits or open circuits; effects on total resistance, currents, voltage drops, fuses, locating defects. Multiple and submultiple of electrical units; conversion. Miscellaneous components; switches, pilot lamps, hardware.
		Resistors	Types and construction; NTC, PTC, and VDR. Power and energy in resistors; total in circuit, internal resistance of voltage sources. Voltage divider networks; Kirchhoff's Laws, design of dividers.
		DC Measuring Instruments	Moving coil meter; characteristics, sensitivity, ammeter shunts, voltmeters and multipliers, ohm-meters, meggers.
		DC Motors	Characteristics; armature, field magnets, commutator, brushes. DC generators.
		Alternating Current	AC principles; induced voltage and current, motor action, generation of AC Sine waves. AC Voltage oscilloscope patterns; amplitude, frequency, period, wavelength, RMS, average and peak to peak values. Non-sinusoidal waves.
		Inductance	Definitions; Lenz's Law, series and parallel inductance, coefficient of coupling, mutual inductance.
		Inductive Reactance	Phase angles, series LR Circuits, Parallel circuits, vector analysis, impedance, formulae, LR time constant.
		Transformers	Ratios, efficiency, Z matching, isolation, cores, wire, windings.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Capacitance Electro-Statics	Capacitor types, characteristics and construction; voltage ratings, colour codes, series and parallel capacitors, AC voltage dividers. Capacitor testing procedures.
		Capacitive Reactance	Phase angles, series CR Circuits, parallel CR circuits, vector analysis, impedance, formulae, CR time constant.
		Resonance	Series LCR circuits, cancellation of reactances, voltage magnification, parallel LCR Circuits; cancellation of currents, impedance magnification, formula for resonance, RF tuning, Q Band width, response curves, harmonics.
		Filters.	Low pass, High pass, Bandpass, Bandstop, magnetic shielding, RF component losses.
		AC Power	Real power, apparent power, power factor.
7	Basic Electronics	Vacuum Tube Fundamentals	Vacuum tube structure. Tube numbering, Basing, ratings. Types of emission, space charge. Diodes; rectification and detection. Triode characteristics. Plate resistance. Transconductance. Amplification factor. Triode amplifier, stage gain. DC and AC amplifiers. Interelectrode capacitance. Characteristics of Tetrode, Beam Power tube and Pentode. Power Pentode. Variable-mu Pentode. Multi-unit tubes; Compactrons. Tube defects and testing procedures. Use of Tube Manuals.
		Vacuum Tube Amplification and Amplifiers	Audio amplification. Coupling methods. Classes of operation. Bias methods. Load lines. Voltage and Power amplification. Phase relationships. Single-ended and push-pull amplifier circuits. Phase inverters. Distortion types and causes. Frequency response; methods of improving high and low frequency response in voltage amplifiers. Feedback networks. Undistorted power output; power sensitivity, decibels. Cathode follower. Resistance and voltage analysis of audio amplifiers.
		Power Supplies	Vacuum tube power supplies. Power supply requirements. Transformer type half-wave and full-wave. Transformer-less half-wave. Voltage doublers. Bridge rectifiers. Filter circuits and decoupling networks. Selenium and Silicon Rectifiers. Transients and PIV. Bleeders, Voltage Dividers. Gastype voltage regulators. Circuit breakers. Power supply servicing procedures.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Vacuum Tube Oscillators	Oscillation requirements. Regenerative Feedback Principle of Operation. Sine-wave types; Armstrong, Hartley, Colpitts, RC phase shift, crystal controlled, electron-coupled, tuned-plate-tuned-grid. Non-sine-wave types; plate-coupled multi-vibrator, cathode-coupled multi-vibrator, blocking oscillator. Operation and frequency checking procedures. Servicing tests.
8	Semi-conductors	Atomic Structure	Valence. P-type, N-type. Holes. Diffusion and drift. Silicon and Germanium types.
		PN Diodes	Diode junction. Potential hill or barrier. Majority and minority charge carriers. Junction biasing. Leakage current. Front-to-back resistance ratio. Characteristic diode curve. Avalanche or Zener breakdown. Zener diodes; theory and practical applications. Diode capacitance; applications and disadvantages. Tunnel diodes.
		Junction Transistors	PNP and NPN types; construction, transistor action. Majority and minority carriers. Transistor bases and biasing diagrams. Tube and transistor comparison. Current gain, Alpha, Beta. Alpha and Beta cut-off frequency.
		Field Effect Transistors	Channel source, gate, drain. Input impedance. Direction of current flow. Pinch effect. Frequency response. IGFET (MOSFET). Special handling precautions.
		Transistor Amplifiers	Configurations; common emitter, common base, common collector. Amplifier operation and characteristics. Transistor biasing methods and stabilization. Transistor characteristic curves. Plotting load lines to predict amplifier performance.
		Coupling Methods	Cascade amplifiers. Impedance matching considerations. Transformer-coupling. RC coupling. Impedance-coupling. Direct-coupling. Volume control considerations. Decoupling circuits—RC filters. Frequency response of amplifiers.
		Power Amplifiers	Single-ended and push-pull audio output stages. Complementary symmetry. Drivers and phase inverters. Class A, AB and B operation. Negative feedback. Transformerless output circuits.
		Power Supply	Comparison of vacuum tube and transistorized types. Zener diodes.
		Transistor Oscillators	Feedback and impedance matching considerations. Types of oscillators.
		Specialized Semi-conductors	Unijunction transistor. Silicon controlled rectifier. Surge and transient suppressors. Switching transistor circuits.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Semi-conductor Data	Interpretation of manufacturers' specification sheets and tabulated data. Rating of typical low-signal and power transistors. Derating at high temperatures. Clarification of parameters. Transistor defects and testing.
		Integrated Circuits	Construction. IC amplifiers. External connections. Testing procedures.
9	Radio High-fidelity and Sound Systems	AM Radio Transmission and Reception Principles	Closed oscillatory circuit. Open oscillatory circuit. Simple antennas, radio waves. RF carriers. Amplitude modulation. Simple transmitters. Simple receivers. Demodulation. Crystal receiver. Regenerative receiver. TRF receiver. Sensitivity and selectivity.
		Heterodyning	Disadvantage of TRF receivers. Non-linear characteristics of the amplifier. Frequency conversion, intermediate frequency.
		Frequency Converters	Simple converter stage, using separate local oscillator. Pentagrid converters. Conversion Transconductance. Harmonic mixers. Superheterodyne receiver block diagram.
		Intermediate Frequency	IF stages, bandpass filter, double-tuned IF stages. Selectivity, gain vs. bandwidth, loose coupling, over coupling. Frequency response curves, AM sideband theory. Disadvantages of superheterodyne; spurious responses. Choice of IF frequencies. Pentode IF amp. stage, application of AVC remote cut-off Pentode. IF transformer types, construction and shielding.
		Detectors	Operation and characteristics of the tube diode. Triode detector; plate, grid leak, regenerative types. Crystal detector characteristics. Detector load and output polarity. Detector servicing techniques.
		Automatic Volume Control	Simple, delayed and filtering types. Application to tubes. AVC circuit, DAVC tuning indicators.
		Audio Frequency Stages	Volume control, tone control. AF driver stage. Power output stage. Speakers.
		Practical Tube Receiver Circuits	AC radios. AC-battery portables. Automobile. Short Wave.
		Practical Transistor Receiver Circuits	RF and IF coupling methods. RF amplifier circuits. Converter circuits; separate oscillator and mixer, autodyne converter. IF amplifiers and AGC. AGC modes. Detectors. Reflex amplifiers, audio circuitry. Schematics of complete receivers. Transistor radio troubleshooting procedures; test instruments, tech-



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Alignment of Tube and Transistor Receivers	<p>niques, precautions. AM/FM receivers. Automobile receivers. Techniques for replacing components and repairing printed circuit boards.</p> <p>Purpose of IF alignment; "Miller" effect. Alignment procedures; equipment used and connection methods. Tracking, trimming, padding, rocking the gang capacitor. Mixer and RF stage alignment; permeability tuned receivers. Alignment techniques. Sweep alignment of broad band stages.</p>
		Propagation	Radio wave, wave energy, wave polarization. Modes of propagation; ionosphere, ground wave, sky wave.
		FM Transmission and Reception Principles	Modulation in general. FM modulation by capacitive microphone. Side bands in FM modulation index. Deviation ratio. Center Frequency, frequency deviation. Frequency swing, percentage modulation. Effect of loudness, effect of AF frequency. Reactance tube modulator. Frequency multipliers.
		Antennas	Long wire or Marconi antenna, resonant or Hertzian type. Half-wave dipole antenna, standing waves, loop, node. Electrical length, directivity, gain, front-to-back ratio. Folded dipole antenna, director, reflector types.
		Transmission Lines	Characteristic impedances; open wire, 300 OHM lead, coaxial cable, line termination. Source, load, impedance matching, energy transfer. Standing wave ratio, reflections. Propagation velocity factor. Attenuation, losses. Matching stubs. BALUN.
		FM Receivers	FM Detectors. Slope detection. Discriminator. Ratio detector. Gated beam detectors. AM limiting. Pre-emphasis; de-emphasis. Front ends and intermediate frequency. FM stereo principles and AFC.
		High Fidelity Sound Systems and Record Changers	Aural response; high-fidelity system requirements. Transducers, microphones, speakers, pick-up cartridges, changer mechanisms. Loudness, bass, treble, stereophonic effect, speaker enclosures. High-fidelity amplifier circuitry.
		Public Address Sound Systems	Intercoms, 25 and 70 volt lines. Acoustics and audio power. P.A. speakers.
		Tape Recorders	Drive mechanisms. Magnetic tape and tape heads; reel-to-reel, cassette and cartridge types. Bias oscillators. Switching; schematic interpretation.
		Trouble Shooting	Procedures, techniques and test equipment for radio, high-fidelity and sound systems.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
10	Black and White Television	<p>The Television System</p> <p>Camera Tubes</p> <p>Scanning and Synchronizing</p> <p>Composite Video Signal</p> <p>Picture Carrier Signal</p> <p>Television Receivers</p> <p>Antennas and Transmission Lines</p> <p>Power Supplies</p> <p>The RF Tuner</p> <p>Picture IF Amplifier</p>	<p>Picture elements. Transmitting and receiving the picture. Scanning. Motion pictures. Frame and field frequencies. Vertical and horizontal scanning frequencies. Synchronization. Picture qualities. Television channels. The Associated FM Sound Signal. Standards of transmission. Television channel frequencies. DOT frequency allocations. Principal world television systems. Television broadcasting development.</p> <p>Photoemission principles. Flying-spot camera. Camera tube types. Image orthicon. Vidicon. Plumbicon. Closed-circuit television.</p> <p>Sawtooth waveform for linear scanning. Standard scanning pattern. Flicker. Raster distortions. Synchronizing pulses.</p> <p>Construction. Picture information and video signal. Video frequencies and picture information. Maximum number of picture elements. Test patterns. DC components of the video signal.</p> <p>Negative transmission. Vestigial-side-band transmission. The television channel. Line-of-sight transmission (UHF and VHF). Television broadcasting.</p> <p>Receiver circuits. Sound take-off circuits. Receiver circuits and functions; operating controls. Vacuum tubes. Semi-conductors. Printed circuits. Block diagram. Localizing troubles to a receiver section. Multiple troubles.</p> <p>Resonant length of antenna. Definition of antenna terminology. Ghosts. Straight, folded and broad-band dipoles. Long-wire antennas, parasitic arrays. Multiband antennas. Rotators. Closed circuit wiring. Multi-set coupling. UHF/VHF coupling.</p> <p>Full-wave rectifiers. DC voltage polarities. Heater circuits. Voltage doublers. Transformerless low-voltage power supply. Stacked B + circuits. Rectifier ratings. High voltage power supplies and safety precautions. High voltage troubles. Low voltage supply troubles. Hum.</p> <p>Operation. The RF amplifier stage and circuits. Mixer stage. Local oscillator. AFT vari-cap diode. RF alignment. Conversion methods for UHF channels. RF tuner circuit types. UHF tuner circuit. Vari-cap tuners. Receiver noise. Cleaning.</p> <p>Picture IF response. IF amplification. Double and single-tuned IF amplifiers. Stagger-tuned stages. Wave traps. Picture IF alignment. Picture IF amplifier circuits; related malfunctions.</p>



Item	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Video Detector	Detection. Detector polarity. Video detector load resistance and filter. Detector diodes. Peaking circuits. Composite video signal functions. Detecting the 4.5 Mc intercarrier beat. Detector output voltage measurement.
		Video Amplification	Video signal and picture reproduction. Video signal polarity and amplification. Manual contrast control. Video frequencies; frequency and phase distortion. Video amplifier frequency response. Video amplifier circuit. Video signal hum.
		Picture Tubes Brightness Control and DC Restoration	Deflection, focusing and centering. The luminescent screen. Picture tube types. The electron beam; focusing technique. Electro-static and magnetic deflection. Picture tube precautions and troubles. Brightness control. Video signal DC component and average value. DC insertion. Grid-leak bias clamping action. Diode clamping circuit.
		Automatic Gain Control	AGC circuit requirements and bias controls gain. AGC circuits for picture signal; advantages. Keyed AGC circuit. AGC level adjustment and troubles. AGC bias for transistor amplifiers.
		Sync. Separation	Picture vertical and horizontal synchronization. Separation of sync. from video signal. Vertical sync. integration. Sync. noise. Sync. separator circuits. Sync. and blanking bars on kinescope screen. Sync. troubles.
		Deflection Oscillators	Sawtooth deflection wave form. Producing sawtooth voltage. Blocking oscillator and discharge tube. Blocking oscillator circuit analysis. Deflection generators with blocking oscillator and discharge tube. Deflection oscillator control. Blocking oscillator synchronization. Multivibrators: plate-coupled and cathode-coupled types, sawtooth generator, synchronization. Trapezoidal voltage waveshape. Incorrect oscillator frequency.
		Horizontal AFC Circuits	AFC requirements. Push-pull Sync. discriminator. Multivibrator circuit controlled by sync. discriminator. Single-ended sync. discriminator. DC-control tube (synchro-guide). Sine-wave oscillator with reactance tube (synchro-lock). Hold-in and pull-in ranges. Filtering the DC control voltage. Phasing between horizontal blanking and flyback. Anti-hunt network.
		Vertical Deflection Circuits	Triode vertical output stage, transformers and vertical linearity. Internal vertical blanking. Vertical deflection circuit with blocking oscillator. Combined vertical oscillator and output circuit. Vertical deflection troubles.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Horizontal Deflection Circuits	Circuit function. Horizontal amplifier circuit. Horizontal output circuit damping. Horizontal scanning and dampings. Boosted B+ voltage and high voltage. Horizontal deflection controls and yokes. Horizontal output transformers. Horizontal output circuit analysis. Typical horizontal deflection circuit and troubles. VDR.
		FM Sound Signal	FM signal frequency changes and audio modulation. FM terminology. Reactance tube modulator. FM advantages and disadvantages. Pre-emphasis and de-emphasis. FM signal receiver requirements and slope detection. Triple-tuned and center-tuned discriminators. Limiter. Ratio detector. Quadrature-grid FM detector. Complete sound IF circuit and alignment. Inter-carrier sound and buzz.
		Remote Control Systems	Types, operation and adjustments.
		Receiver Servicing	Adjustments and cleaning procedures. Types of ghosts. RF interference. Picture external noise interference and sound; localizing hum troubles. Testing scanning linearity with bar patterns. Signal injection. Localizing receiver troubles and intermittent faults. DC voltage and oscilloscope measurements. Alignment procedures.
11	Colour Television	Colorimetry	Colour, visible spectrum, wave length. Separation of colours by prism; white light. Primary colours, complementary colours. Separation of colours by reflection and by projection method. Additive and subtractive filters. Combining colours, recombination by additive method. Luminance, chrominance, hue and saturation. Deficiencies of human colour vision.
		Colour Transmission	Compatibility. Characteristics of the N.T.S.C. (National Television System Committee) signal. Transmitter and receiver block diagrams. Matrixing. Y, I and Q signals. Delay lines. Multiplexing — balanced modulator. Colour sub-carrier and sidebands. Colour burst synchronization. Video frequency interleaving. Cancellation interlace. Phase relations in colour transmission. Vectors and vector diagrams.
		Antenna Systems	Antenna band width, gain, linearity, response and impedance match of system.
		Colour Picture Tubes	Tri-Gun and In-Line types. Gun assembly construction. Phosphor dot face plate. Shadow mask. Beam positioning magnets. Purity coil or magnet. Lateral blue magnet. Deflection yoke. Convergence coils. Degaussing.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		(Adjustments)	Purity. Static and dynamic convergence. Gray scale tracking.
		Y Channel Circuitry	Delay line. Separate sound and video detectors. Sound traps.
		Colour Processing Stages	Bandpass amplifier circuit. ACC circuits. Colour killer, burst keyer and burst amplifier circuits. Horizontal blanking amplifier stage. Sub-carrier local oscillator and AFPC circuits. Reactance tube stage. Colour demodulators; axis of demodulation. Colour difference amplifiers.
		Retrace Blanking	Vertical and horizontal circuits.
		Horizontal Output and High Voltage System	High voltage. High voltage regulation and horizontal output adjustment. Boosted B + +. Focus. Horizontal efficiency coil. High voltage.
		Colour Receiver Servicing	Trouble-shooting procedures and techniques and test equipment. N.T.S.C. and keyed rainbow colour bar generators. Operation, calibration, use of the bar-dot generator. Adjustment procedures for sweep regulation systems. X-Ray emission problems. Demodulator, chroma, chroma sync. and VIF alignment techniques. Diagnosing and correcting faults in the cathode ray tube, convergence and colour circuitry.
12	Shop Management	Costing	Elementary bookkeeping: average operation times, labour, parts and overhead costs. Use of pricing lists and manuals. Billing typical repair work.
		Public Relations	Proper conduct and business dealings in relation to employer, customers and coworkers. Punctuality.

**Schedule 2****RADIO AND TELEVISION SERVICE TECHNICIAN****Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Care and use of trade related hand and power tools and test equipment (as detailed in Schedule 1).
2	Basic Electricity	Fundamentals	Familiarization with series circuits, parallel circuits and series — parallel circuits. Kirchhoff's Laws. AC and DC characteristics. Inductance, capacitance, resistance. Transformers — fundamentals. Components — colour coding — resistors, capacitors. Schematic diagrams — symbols.
3	Basic Electronics	Vacuum Tubes	Familiarization with purpose, construction and types of vacuum tubes — Diodes, Triodes, Tetrodes, Pentodes, multi-unit tubes. Thermionic emission — space charge. Plate resistance and load. Bias methods. Stage gain.
		Semi-conductors	Familiarization with types, advantages, characteristics and uses of semi-conductors. Bias. Circuit arrangement.
4	Radio, High-fidelity and Sound Systems	AM Receivers	Familiarization with principles and characteristics. Percentage of modulation. Band width and side bands. Superheterodyne operation. RF preselectors. Mixers and converters. Tuner circuits. IF amplifiers. Automatic volume control. Tone controls. Testing, servicing and alignment of vacuum tube and transistorized receivers.
		FM Receivers	Familiarization with principles and characteristics. Terms and definitions. Methods of producing FM. Frequency swing. Bandwidth and sidebands. Modulation index. Vacuum tube and transistorized monaural FM. Tuner circuits. Automatic frequency control. IF circuits. Limiter stage FM detectors. Tuning indicators. Stereo. Multiplex transmission. RF signal characteristics. Vacuum tube and transistorized multiplex converter or adaptor circuits. Testing, servicing and alignment of vacuum tube and transistorized FM receivers.
		Record Players	Familiarization with monaural and stereo types. Turntables and changers. Pick-up cartridges. Load impedances. Equalization. Sizes and characteristics of styli. Stereo, preamplifiers and audio frequency amplifiers. Testing, servicing and alignment. Use of manuals.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Tape Recorders	Familiarization with monaural and stereo reel-to-reel, cassette and cartridge types. Vacuum tube and transistorized types. 1, 2 and 4 track. Characteristics and speeds. Mechanical and electronic operation. Bias system. Testing, servicing and alignment. Use of manuals.
		P.A. Sound Systems	Familiarization with types and operation. Microphone types — characteristics. Audio frequency preamplifiers and amplifiers. Negative feed back. Speakers and multiple speaker systems. Crossover networks and impedance matching. Baffles and enclosures. Testing and servicing P.A. sound systems.
5	Black and White Television	Principles	Familiarization with image formation. Picture elements. Aspect ratio. Video signal structure. Scanning and synchronization. Raster formation. Line frame and field frequencies. Transmission — channel allocation — bandwidth. Carrier frequencies and sideband.
		Circuits and Components	Familiarization with characteristics of vacuum tube and transistorized receivers. Cathode ray tubes. Sync. separator circuits. Deflection generators. Automatic frequency control circuits. High voltage section. Video IF stages. Video detectors. Automatic gain control circuits. Video amplifiers. Audio take-off circuits. Audio IF amplifiers and limiters. FM detectors. Audio frequency output stages. Tuner circuits. Remote control systems. Transmission lines — characteristics. Matching networks. Signal boosters and amplifiers. Antenna systems and rotators. Low voltage power supplies. Testing, servicing and alignment of vacuum tube and transistorized Black and White television receivers and systems.
6	Colour Television	Colorimetry	Familiarization with characteristics of colour, hue, saturation and brightness. Additive colour system characteristics. Deficiencies of human colour vision.
		Colour Transmission	Familiarization with characteristics of the N.T.S.C. (National Television System Committee) signal. Bandwidth. Basic colour signal analysis (transmitter block diagram).
		Colour Reception and Processing Stages	Familiarization with vector analysis of chroma signal for hue and saturation. Basic colour signal analysis (receiver block diagram). Video intermediate frequency amplifiers and video amplifiers, including tube and solid state colour TV delay. Automatic fine tuning and indicating circuits. Chroma amplifiers. Chroma bandpass. Burst amplifiers. Burst automatic frequency control and

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Colour Receiver Servicing	reactance tubes. Crystal oscillators. Variations in chroma sync. chains. Colour killer. Horizontal output and high voltage system.  Trouble-shooting and use of test equipment; including N.T.S.C. and keyed rainbow colour bar generators, bar-dot generators. Adjustment of sweep regulation systems and high voltage regulation; X-ray emission precautions. Servicing demodulator, chroma, chroma sync. circuits. VIF and chroma alignment. Diagnosing and correcting faults in the cathode ray tube circuitry.
		Picture Tube Adjustments	Purity, convergence, degaussing and gray-scale tracking adjustments.

## REGULATION 46

### under The Apprenticeship and Tradesmen's Qualification Act

#### SERVICE STATION ATTENDANT

##### 1. In this Regulation,

- (a) "certified trade" means the trade of service station attendant;
- (b) "motor vehicle" means a vehicle propelled by an internal combustion engine, or a vehicle operated or controlled from a vehicle propelled by an internal combustion engine, that is registered for use on a highway under *The Highway Traffic Act* and is used primarily for the transport of persons, equipment or goods but does not include a vehicle,
  - (i) operated only on rails,
  - (ii) used for transportation solely within an employer's actual place of business, or
  - (iii) used for farming operations but not used for carrying a load;
- (c) "service station attendant" means a person engaged in the servicing and maintenance of motor vehicles who,
  - (i) repairs, changes and balances wheels and tires,
  - (ii) changes oil in motor vehicles or lubricates motor vehicles, including lubricating the front wheel bearings and drive shaft,
  - (iii) supplies motor vehicles with anti-freezing solutions,
  - (iv) replaces cooling-system hoses, engine-driven belts and thermostats,
  - (v) cleans or replaces spark plugs,
  - (vi) installs new or rental batteries or battery cables, or recharges batteries,
  - (vii) replaces sealed beam units, light bulbs, lenses, fuses and horns, and
  - (viii) checks and replenishes fluid levels in hydraulic systems. O. Reg. 103/69, s. 1.

2. The trade of service station attendant is designated as a certified trade for the purposes of the Act. O. Reg. 103/69, s. 2.

3. No person shall become an apprentice in the certified trade unless he has successfully completed Grade 8 in Ontario or has such other academic qualification that, in the opinion of the Director, is equivalent thereto. O. Reg. 103/69, s. 3.

4. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 103/69, s. 4.

5.—(1) Subject to subsections 2 and 3, an apprentice shall complete two periods of training and instruction of 1800 hours per period.

(2) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete two periods of training and instruction of 1600 hours per period.

(3) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma majoring in auto mechanics or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete two periods of training and instruction of 1200 hours per period. O. Reg. 103/69, s. 5.

6. Sections 8 and 9, subsections 2 and 4 of section 10 and clause a of section 13 of the Act do not apply to any person who works or is employed in the certified trade. O. Reg. 103/69, s. 6.

7. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 60 per cent during the first period of training and instruction; and



(b) 80 per cent during the second period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade or, where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. O. Reg. 103/69, s. 7.

8. The subjects of examination for an apprentice are the subjects set out in Parts 1 and 2 of the Schedule. O. Reg. 103/69, s. 8.

9. A certificate of qualification in the certified trade remains in force until cancelled or suspended in accordance with the regulations. ~ O. Reg. 103/69, s. 9.

Schedule

SERVICE STATION ATTENDANT

PART 1

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics	Arithmetic  Geometry	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes.  Lines, planes and angles.
2	Science	Physics Mechanics }	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.
4	General Shop Practice	Safety   Hand Tools  Power Tools  Benchwork Operations  Fastening Devices	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling of gasoline, oils and cleaning solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.  Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files, scrapers, snips, clamps, vises, drill bits, reamers, taps and dies, stud extractors.  Use of portable air and electric drills and impact tools.  Cutting with hacksaw, filing, scraping, drilling, use of drill press and bench grinder. Grinding of drill bits, chisels, etc. Soldering, gasket making, oxy-acetylene welding and cutting. Brazing techniques. Care and maintenance of welding equipment. Use of rules, straight edges and squares.  Types of bolts, nuts, studs, screws and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures, tightening

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		General Shop Equipment	<p>torques, cutting internal and external threads, removing broken studs. Types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants and sealers.</p> <p>Capacities and correct usage of floor cranes, hoists, jacks, stands. Operation and maintenance of degreasing and steamcleaning equipment and air compressors. Characteristics, capacities and use of tow trucks and related vehicle recovery equipment. Care and use of lubrication equipment.</p>
5	Internal Combustion Engines	Basic Knowledge and Terminology	Operating principles. 2 and 4 stroke cycles. Engine designs: in-line, V-type, opposed piston, flat or pancake.
6	Lubrication	Types and Classification of Lubricants	Identification, properties and characteristics of oils: Heavy duty (detergent), regular—(non-detergent). S.A.E. viscosity ratings. A.P.I. classifications. Other types of oils and greases. Additives. Frequency of change intervals.
		Engine Lubricating Systems	Function. Lubricant feeds, oil pumps, pressure control. Inspection procedures. Detection of leaks. By-pass and full-flow oil filters; maintenance and replacement. Flushing lubricating systems. Correct levels. Positive crankcase ventilation systems; inspection, testing and servicing.
		Open Drive Shafts	Characteristics; support bearings, universal joints, slip joints. Lubrication and sealing. Disassembly, relubing, reassembly and reinstallation. Torquing universal trunnions.
		Driving Axles and Differentials	Characteristics; gears and bearings. Oil sealing and venting. Lubricants. Filling and checking oil levels.
		Standard Transmissions	Characteristics; gears, bearings, components. Lubricants. Draining and refilling. Correct levels.
		Automatic Transmissions	Characteristics of operation. Cleanliness. Transmission fluids. Oil seals and vents. Draining, refilling and checking fluid levels.
		Suspension Systems	Lubricating suspension components and friction proofing spring leafs. Sealed systems.
		Steering Systems A (Manual)	Characteristics of steering box gearing. Lubricants. Filling and checking levels.
		B (Power)	Characteristics of power steering systems. Oil seals and vents. Types of fluid, capacities. Filling and checking system levels.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		<p>C (Linkages)</p> <p>Front Wheel Bearings</p> <p>Generators, Alternators, Starters</p> <p>Miscellaneous Linkage and Cables</p> <p>Carburetor Air Cleaners</p> <p>Lubrication Certification</p>	<p>Characteristics; bushings and joints. Methods of sealing and lubricating movable steering joints. Sealed systems.</p> <p>Types and characteristics. Lubrication; adjusting or torquing. Replacing oil seals.</p> <p>Types and characteristics of bearings used. Bushes, ball bearings; lubricated and prepacked lubricant type. Correct type and amount of lubricant where necessary.</p> <p>Throttle, clutch, gearshift, and emergency brake linkage. Lubricant and lubrication methods where necessary.</p> <p>Types and characteristics of air cleaners and filters. Inspection, maintenance and replacement.</p> <p>Certification of lubricant and filter changes and re-lubing of bearings and components. Extended warranties.</p>
7	Cooling Systems	<p>Components, Operation, Inspection and Maintenance</p> <p>Hoses and Clamps</p> <p>Thermostats</p>	<p>Air and liquid cooled systems and components. Types of circuits. Coolant, additives. Pressurized systems. Test methods and equipment. Hazards involved. Coolant levels. Testing of anti-freeze. Checking for leaks. Cooling system cleaning. Pressure and flow testing radiators. Automatic transmission and engine oil coolers.</p> <p>Characteristics. Inspecting, installing, sealing hoses. Stiffening springs. Sealing compounds.</p> <p>Types, and function. Inspecting, testing and replacement.</p>
8	Electrical Systems	<p>Batteries, Cables, Hold-downs</p> <p>Lights</p>	<p>Characteristics and function of lead acid batteries. Electro-chemical action. Electrolyte. Ampere-hour ratings. Inspecting and testing. Use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Charging and handling hazards. Removal, servicing and installation of batteries and associated parts. Dry-charged batteries; activation procedures.</p> <p>Vehicle lighting regulations. Characteristics of lights. Bulbs and seal beam units. Candle power and wattage ratings. Lenses and holders. Head-light aiming equipment. Aiming, testing, installing and repairing lights. Circuit fuses. Grounding. Signal lights; flasher units.</p>



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Horns	Characteristics of automotive horns; electric, air-vacuum, etc. Blending notes. Controlling air-vacuum horns. Inspecting and adjusting horns. Circuit fuses.
		Electric Windshield Wipers	Characteristics of windshield wipers. Drives and linkage. Electric; single and multi-speed. Vacuum type. Operation. Speed controls. Washer cycling. Circuit fuses. Checking, replacing and adjusting wiper blades and arms.
		Windshield Washers	Characteristics; automatic and manual operation. Fluids and additives. Installing, repairing, or replacing windshield washers and controls. Aiming fluid nozzles.
		Miscellaneous Circuits	Characteristics of generator, alternator and power assist mechanism circuits. Circuit fuses.
9	Ignition Systems	Spark Plugs	Characteristics, and operation. Heat ranges. Radio suppression. Erosion of electrodes. Analyzing deposits. Cleaning, testing, filing, gapping and installing. Torquing.
10	Brake Systems	Hydraulic Brakes	Characteristics of brake operating systems and components. Checking for external leaks. Replenishing system. Approved fluids.
11	Belt Drives	"V" Belts	Characteristics; inspecting, installing and adjusting. Effects of tight or worn and loose belts on cooling, charging, power steering and air conditioning systems.
12	Exhaust Systems	Mufflers, Resonators, Exhaust and Tail Pipes	Types and features of exhaust systems. Single, dual and resonators with mufflers. Cross-over pipes. Heat riser passages. Back pressure. Emission controls. Exhaust system insulators, hangers, brackets and clamps. Replacing exhaust systems. Use of gas cutting and welding equipment for removal, stress relieving.
13	Accessories	Rear View Mirrors	Installation procedures. Care of car finish.
14	Wheels and Tires	Wheels and Rims	Types and characteristics: single and dual. Removal and installation. Wheel wrenches. Wheel to hub fastening and locating devices. Handling heavy wheels and tires. Inspecting and servicing. Run-out.
		Tires, Tubes and Valves	Types, sizes, characteristics and application. De-mounting and mounting. Equipment and lubricants. Repairing tires, tubes and valves. Tire inflation precautions. Inspection for damage, wear and faults. Tire rotation. Retreads.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Balancing Wheels and Tires	Wheel balancing equipment. Balancing wheels and related parts. Static and dynamic balance. Weight installation.
15	Running Maintenance Inspections	<p>Inspection Procedure</p> <p>Starting Engines</p>	<p>Development of quick visual checking procedures for excessive wear and looseness in steering linkage, components and wheel bearings. Buckled wheels, broken springs or leafs, weak shock absorbers and worn mountings. Defective clutch, service or emergency brake operation. Defective engine and transmission mountings. Worn or loose universal joints. Worn or defective tires, tubes and valves. Misalignment. Faults in exhaust systems. Defective lights, batteries and hold-downs, wiring and cables. Coolant, oil and fluid leaks. Deteriorated hoses, loose clamps, damaged lines. Loose or worn "V" belts. Defective windshield wipers and washers. Overdue lubrication requirements, oil and air-filter changes. Reporting of defects or conditions.</p> <p>Starting engines under adverse conditions due to: condensation in ignition system, fuel flooded engines, fouled spark plugs, cold temperatures, discharged batteries. Use of batteries and jumper cables. Correct connections.</p>
16	Shop Management	<p>Parts Ordering</p> <p>Costing</p> <p>Quality Control</p> <p>Discipline and Public Relations</p>	<p>Parts replacement; identification of parts and vehicle by year, model and serial number. Availability of parts. Discounts.</p> <p>Average operation times. Time cards. Work orders. Elementary bookkeeping. Labour and material costs. Overhead. Stock records, preparation of typical bills for servicing vehicles.</p> <p>Quality of workmanship—acceptable standards.</p> <p>Employee attitude. Good customer relations. Courtesy, appearance, handling complaints. Protection of customers' vehicles and personal property.</p>

## PART 2

## Work Instruction and Experience

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring and fastening devices and general shop equipment. Benchwork operations. (As detailed in Part 1.)
2	Internal Combustion Engines	Basic Knowledge and Terminology	Basic knowledge of operating principles. Familiarization with trade terminology and usage.
3	Lubrication	<p>Lubricants</p> <p>Engine Lubricating Systems</p> <p>Drive Shafts</p> <p>Axles and Differentials</p> <p>Standard Transmissions</p> <p>Automatic Transmissions</p> <p>Suspension Systems</p> <p>Steering Systems (Manual)</p> <p>(Power)</p> <p>(Linkages)</p> <p>Front Wheel Bearings</p> <p>Generators, Alternators, Starters</p> <p>Miscellaneous Linkage and Cables</p>	<p>Familiarization with characteristics, classification and ratings; contamination and deterioration, frequency of change intervals.</p> <p>Detection of leaks. By-pass and full-flow oil filters; inspection, maintenance and replacement. Flushing lubricating systems. Checking levels. Testing and servicing P.C.V. systems.</p> <p>Open drive shafts; support bearings, universal joints, slip joints. Disassembly, relubing, reassembly and installation. Torquing.</p> <p>Lubricants. Draining, filling and checking fluid levels.</p> <p>Automatic transmission fluids. Draining, refilling and checking fluid levels.</p> <p>Lubricating suspension components; friction proofing spring leaves. Sealed systems.</p> <p>Lubricants. Filling and checking steering box lubricant levels.</p> <p>Fluid types; capacities. Filling and checking system levels.</p> <p>Lubricants. Relubing. Sealed systems.</p> <p>Relubricating, adjusting or torquing. Oil seal replacement.</p> <p>Correct type and amount of lubricant where necessary.</p> <p>Throttle, clutch, gearshift, and emergency brake. Lubricants; and lubrication where necessary.</p>



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Carburetor, Air Cleaners	Inspection, maintenance and replacement.
		Certification	Lubrication and filter change certification to comply with warranties.
4	Cooling Systems	Liquid Cooled Systems	Pressure testing. Testing anti-freeze solutions. Checking for leaks. Cleaning procedures. Radiator flow testing. Inspection and installation of hoses and clamps. Thermostats; testing and replacement.
5	Electrical Systems	Batteries, Cables, Hold-Downs	Removal, servicing and installation. Inspection and testing; use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Checking electrolyte levels. Activating dry-charged batteries.
		Lights	Replacement of bulbs, seal beam units and lenses. Aiming, testing and repairing lights. Fuse and flasher unit replacement.
		Horns	Inspecting and adjusting horns. Fuse replacement.
		Electric Windshield Wipers	Fuse replacement. Checking, replacing and adjusting wiper arms and blades.
		Windshield Washers	Installing, repairing, or replacing windshield washers and controls. Aiming fluid nozzles. Fluids and additives.
		Miscellaneous Circuits	Charging and power assist mechanism circuits. Fuse replacement.
6	Ignition Systems	Spark Plugs	Cleaning, testing, filing, gapping and installation. Analyzing deposits. Torquing.
7	Brake Systems	Hydraulic Brakes	Filling and checking reservoir levels. Approved fluids. Checking for external leaks.
8	Belt Drives	"V" Belts	Inspection, installation and adjustment.
9	Exhaust Systems	Mufflers, Resonators, Exhaust and Tail Pipes	Replacement of complete systems or parts. Use of gas cutting and welding equipment for removal and stress-relieving.
10	Accessories	Rear View Mirrors	Installation. Car finish care.
11	Wheels and Tires	Wheels and Rims	Removal and installation. Inspecting and servicing wheels and rims. Checking run-out.
		Tires, Tubes and Valves	Demounting and mounting. Inspection for damage, wear and faults. Repairing tires, tubes and valves. Inflation precautions. Tire rotation.
		Wheel and Tire Balancing	Use of on and off vehicle balancing equipment. Installation of weights.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
12	Running Maintenance Inspections	Inspection Procedures	Quick visual checking to ascertain excessive wear, damage, defective operation, deterioration, leaks, overdue lubrication requirements, filter changes and P.C.V. servicing. Reporting conditions.
		Starting Engines	Starting engines under adverse conditions caused by: ignition system condensation, carburetor flooding, fouled spark plugs, cold temperatures, discharged batteries. Use of booster batteries and jumper cables.
13	Shop	Parts Ordering Management	Ordering parts by vehicle year, model and serial number.
		Costing	Elementary bookkeeping. Preparing work orders. Maintaining stock records. Billing customers.
		Quality Control	Standard of workmanship acceptable.
		Public Relations	Good customer relations; courtesy, appearance, handling complaints. <b>Protection of customers' vehicles and personal property.</b>

## REGULATION 47

### under The Apprenticeship and Tradesmen's Qualification Act

#### SHEET METAL WORKERS

#### 1. In this Regulation,

- (a) "certified trade" means the trade of sheet metal worker;
- (b) "sheet metal worker" means a person who,
  - (i) manufactures, fabricates, assembles, handles, erects, installs, dismantles, reconditions, adjusts, alters, repairs or services all ferrous and non-ferrous sheet metal work of No. 10 U.S. Gauge or of any equivalent or lighter gauge and all other materials used in lieu thereof, and
  - (ii) reads and understands shop and field sketches used in fabrication and erection, including those taken from original architectural and engineering drawings or sketches, but does not include a person employed in production commonly known as mass production. O. Reg. 229/65, s. 1.

2. The trade of sheet metal worker is designated as a certified trade for the purposes of the Act. O. Reg. 229/65, s. 2.

3.—(1) An apprentice training program is established for the certified trade and, subject to subsection 2, shall consist of five periods of training and instruction of 1,800 hours each,

- (a) at full-time day classes provided at a College of Applied Arts and Technology in the courses contained in Schedule 1; and
- (b) in practical training and instruction provided by an employer in the courses contained in Schedule 2.

(2) Where the apprentice holds a Secondary School Graduation Diploma from a sheet metal course, the apprentice training program shall consist of five periods of training and instruction of 1600 hours each. O. Reg. 229/65, s. 3, *revised*.

4. The rate of wages for an apprentice in the trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 40 per cent during the first period of training and instruction;
- (b) 50 per cent during the second period of training and instruction;
- (c) 60 per cent during the third period of training and instruction;
- (d) 70 per cent during the fourth period of training and instruction; and
- (e) 80 per cent during the fifth period of training and instruction,

of the rate of wages or its equivalent for a journeyman employed by the same employer in the certified trade. O. Reg. 229/65, s. 4.

5. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each four journeymen employed by the employer in the trade; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional four journeymen employed by the employer in the trade. O. Reg. 229/65, s. 5.

6. A certificate of qualification expires with the last day of February in each year. O. Reg. 229/65, s. 6.



**Schedule 1****SHEET METAL WORKERS****In-School Training**

ITEM	COLUMN 1	COLUMN 2
	Subject	Instruction To Be Given
1	Air conditioning	Gravity and forced air heating ventilation.
2	Drafting	Print and specification reading.
3	Industrial chemistry	Oxidation, carbonization, fluxes, acids, bases and salts, corrosion, heat and gases.
4	Sheet metal practice	Fabrication, assembly, installation and testing of complete and sub-units.
5	Welding	Electric, gas and spot welding, safety.
6	Mathematics	Measurement, quantities, geometry and such mathematics as is related to chemistry.
7	Industrial economics	As related to repair and maintenance.
8	Metallurgy	Uses and characteristics of ferrous and non-ferrous metals and alloys.

O. Reg. 229/65, Sched. 1.

**Schedule 2****SHEET METAL WORKERS****Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2
	Subject	Work Instruction and Experience
1	Shop technique	Shop practice relating to use of hand, portable and power tools, metals and equipment.
2	Pattern development	Parallel, radial, triangulation and directly applied paper patterns.
3	Cutting	Straight, curved or combinations in all types of metal in general use in the trade.

ITEM	COLUMN 1	COLUMN 2
	Subject	Work Instruction and Experience
4	Forming	Bending, stretching and manipulating sheet metal.
5	Joining	Seaming, rivetting, spot welding, welding, soldering, screwing and bolting.
6	Assembling	Complete and sub-units.
7	Installation	Complete or sub-assemblies in the shop or in the field.

O. Reg. 229/65, Sched. 2.

## REGULATION 48

### under The Apprenticeship and Tradesmen's Qualification Act

#### STEAMFITTERS

##### 1. In this Regulation,

- (a) "certified trade" means the trade of steam-fitter;
- (b) "steamfitter" means a person who,
  - (i) lays out, assembles, installs, maintains or repairs any heating system, cooling system, process system or industrial system,
  - (ii) installs or connects piping in any building or structure,
  - (iii) installs the piping for any process, including a process that conveys gas, or the tubing for any pneumatic or air-handling system, or
  - (iv) reads and understands design drawings, manufacturers' literature and installation diagrams for any system referred to in subclause i,

but does not include a person engaged in the manufacture of equipment, or the assembly of a unit, prior to delivery to a building, structure or site. O. Reg. 226/65, s. 1.

2. The trade of steamfitter is designated as a certified trade for the purposes of the Act. O. Reg. 226/65, s. 2.

3.—(1) An apprentice training program is established and shall consist of five periods of training and instruction of 1800 hours each,

- (a) at full-time educational day classes provided at a College of Applied Arts and Technology in the courses contained in Schedule 1; and
- (b) in practical training and instruction provided by an employer of the apprentice in the courses contained in Schedule 2.

(2) An apprentice who holds a Secondary School Graduation Diploma is entitled to,

- (a) a credit of 450 hours for the first period of training and instruction; and
- (b) a further credit of 450 hours at the end of each of the first, second and third periods of training and instruction if he obtains at least 75 per cent on an examination prescribed by the Director. O. Reg. 226/65, s. 3, *revised*.

##### 4. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 2 of section 10 of the Act. O. Reg. 226/65, s. 4.

5. The rate of wages for an apprentice in the certified trade whether for his regular hours or for hours in excess of his daily hours shall not be less than,

- (a) 40 per cent during the first period of training and instruction;
- (b) 50 per cent during the second period of training and instruction;
- (c) 60 per cent during the third period of training and instruction;
- (d) 70 per cent during the fourth period of training and instruction; and
- (e) 80 per cent during the fifth period of training and instruction,

of the hourly rate of wages or its equivalent for a journeyman employed by the same employer in the certified trade and with whom the apprentice is working. O. Reg. 226/65, s. 5.

6. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every five journeymen employed by the employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional five journeymen employed by the employer in the trade and with whom the apprentice is working. O. Reg. 226/65, s. 6.

7. A certificate of qualification expires with the 28th day of February in each year. O. Reg. 226/65, s. 7.



**Schedule 1****STEAMFITTERS****In-School Training**

ITEM	COLUMN 1	COLUMN 2
	Subject Matter	Instruction To Be Given
1	Building Construction	Concrete, steel, wood, plastic, underground. Safety code.
2	Drafting	Print and specification reading.
3	Welding equipment	Gas equipment as related to metal bending and heating, safety.
4	Mathematics	Measurement, quantities, capacities and such mathematics as is related to science.
5	Science	Pressure, heat, properties of steam, work, fuels, corrosion and oxidation, metallurgy, electrolysis, chemistry of water.
6	Steamfitting practice	Preparation, aligning, joining, assembling and installing complete or sub-units.
7	Industrial economics	As related to repair and maintenance.

O. Reg. 226/65, Sched. 1.

**Schedule 2****STEAMFITTERS****Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2
	Subject Matter	Work Instruction and Experience
1	Shop Technique	Shop practice relating to the use of hand tools, portable tools and power tools and equipment.
2	Pipe Materials	Metal and plastic.
3	Pipe Preparation	Reaming, flaring, threading, cutting.
4	Pipe Forming	Bending.
5	Pipe Joining	Flanges, swing, scissor and expansion type joints and their related seals and gaskets.

ITEM	COLUMN 1	COLUMN 2
	Subject	Work Instruction and Experience
6	Pumps	Pressure and vacuum.
7	Controls and Valves	Safety, manual, semi-automatic and automatic.
8	Installation	Align, support and secure complete or sub-assemblies in the shop or in the field.

O. Reg. 226/65, Sched. 2.

## REGULATION 49

### under The Apprenticeship and Tradesmen's Qualification Act

#### TRANSMISSION MECHANIC

##### 1. In this Regulation,

- (a) "certified trade" means the trade of transmission mechanic;
- (b) "motor vehicle" means a vehicle propelled by an internal combustion engine, or a vehicle operated or controlled from a vehicle propelled by an internal combustion engine, that is registered for use on a highway under *The Highway Traffic Act* and is used primarily for the transport of persons, equipment or goods but does not include a vehicle,
  - (i) operated only on rails,
  - (ii) used for transportation solely within an employer's actual place of business, or
  - (iii) used for farming operations but not used for carrying a load;
- (c) "transmission mechanic" means a person engaged in the repair and maintenance of motor vehicles who inspects, maintains and repairs motor vehicle transmissions. O. Reg. 95/69, s. 1.

2. The trade of transmission mechanic is designated as a certified trade for the purposes of the Act. O. Reg. 95/69, s. 2.

3. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) in practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 95/69, s. 3.

4.—(1) Subject to subsections 2 and 3, an apprentice shall complete three periods of training and instruction of 1800 hours per period.

(2) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete three periods of training and instruction of 1600 hours per period.

(3) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma majoring in auto mechanics or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete three periods of training and instruction of 1200 hours per period. O. Reg. 95/69, s. 4.

##### 5. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 2 of section 10 of the Act. O. Reg. 95/69, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 70 per cent during the second period of training and instruction; and
- (c) 90 per cent during the third period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade or, where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. O. Reg. 95/69, s. 6.

7. The subjects of examination for an apprentice are the subjects set out in Parts 1 and 2 of the Schedule. O. Reg. 95/69, s. 7.



## Schedule

## TRANSMISSION MECHANIC

## PART 1

## In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics	Arithmetic	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes.
		Geometry	Lines, planes and angles.
2	Science	Physics Mechanics	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.
4	Drafting	Basic Drafting and Interpretation	Preparation of elementary working drawings and dimensioned sketches of automotive components. Interpretation of exploded drawings, electrical and hydraulic circuits and schematics used in manufacturers' manuals.
5	General Shop Practice	Safety	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling of gasoline, oils and cleaning solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.
		Hand Tools	Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files, drifts, scrapers, snips, clamps, vises, drill bits, reamers, taps and dies. Stud extractors. Hones.
		Power Tools	Care and use of portable air and electric drills, grinders and impact tools.
		Benchwork Operations	Cutting with hacksaw, filing, scraping, drilling; use of drill press. Use of benchgrinder; grinding of drill bits, chisels, etc. Fitting bushings, honing, cutting and flaring tubing. Soldering. Gasket making. Oxy-acetylene and arc welding and cutting. Brazing techniques. Care and maintenance of welding equipment.
		Measuring Instruments	Use of rules, straight edges and squares. Feeler gauges, calipers, verniers, micrometers, telescopic gauges, dial indicators and pressure gauges.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Fastening Devices	Types of bolts, nuts, studs, screws, and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures. Tightening torques. Cutting internal and external threads. Removing broken studs. "Heli-Coil" inserts.  Types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants, sealers and locking compounds.
		General Shop Equipment	Types, purpose, capacities and correct usage of floor cranes, hoists, jacks, stands, hydraulic presses, pullers. Operation and maintenance of degreasing and steam-cleaning equipment.
6	Internal Combustion Engines	Principles and Types	Principles of operation. 2 stroke and 4 stroke cycles. Engine types—single and multi-cylinder. Inline, "V" types, slanted, horizontal, etc.
		Engine components	Function of major engine components. Heat dissipation, effects of cylinder wear and defective valves on engine performance. Vacuum and compression tests.
		Lubrication Systems	Types and function of lubricating systems. Characteristics of lubricants: Detergent, non-detergent. S.A.E. viscosity ratings, A.P.I. classification. Additives.
		Cooling Systems	Air and liquid cooled systems. Temperature indicating and controlling devices. Automatic transmission coolers. Purpose, testing and hazards of pressurized systems. Coolant, additives, sealers and anti-freeze.
		Fuel Systems	Principles of carburetor operation, circuits and systems. Operating characteristics of an engine attributable to the carburetor. Effects of carburetor adjustments on engine performance and automatic transmission operation. Use of tachometers and vacuum gauges. Engine speed settings; adjustments to operating linkage and effect on automatic transmission operation. Effects of dash pots, throttle return checks, anti-stall devices on engine operation.
		Fuel Injection Systems	Principles of operation. Differences between gasoline and diesel systems. Shutting down runaway engines.
		Fuel Systems (Liquefied Petroleum Gas)	Types, characteristics, use and operation of L.P.G. systems.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
7	Electrical Systems	Basic Electricity	Definition of amperes, voltage, resistance, Ohm's Law. Electron flow, electro-magnetism. Series and parallel circuits. Voltage drop. Use of voltmeters, ammeters and ohmmeters. Conductors and insulators.
		Automotive Electrical Circuits	Automotive wire and cables. Insulation materials. Joining, splicing and soldering wires and cables. Removal and installation of terminals, connectors and plugs. Effects of temperature, shorts, grounds, poor connections. Resistances and fuses. Identification, tracing and testing of circuits.
		Batteries	Principles, and function of lead acid batteries. Inspection and testing. Charging methods; hazards involved.
		Primary Circuit Switches and Resistors	Types, function and characteristics. Safety features—automatic transmission protection.
		Primary and Secondary Circuits	Equipment and procedures for testing primary and secondary circuits. Effects of defective primary and secondary circuits on vehicle operation. Effects of suppression equipment on tests.
		Starter Motors	Motor solenoids and switches. Solenoid circuits. Neutral safety switch.
8	Power Trains	Clutches	Characteristics and construction features; single plate, multi-plate. Function of controls: mechanical, hydraulic, vacuum, air and electrically operated. Adjustments. Removal, disassembly, inspection and overhaul of clutches and components. Cleaning methods. Assembly lubricants. Clutch reinstallation. Aligning procedures. Control adjustment. Clearances. Testing.
		Standard Transmissions	Characteristics of spur gears, planetary gears (over-drives). Synchronizing mechanisms, over-running clutches, dog clutches and internal shift mechanisms. Characteristics of manual shift transmissions (passenger and commercial vehicles), over-drive units, and auxiliary transmissions. Gear ratios. Transmission control mechanisms; direct, remote and assist mechanisms. Servicing and adjusting. Lubrication. Oil sealing and venting. Removal of transmissions and controls. Construction features of transmission components. Overhauling transmissions, linkages and controls. Cleanliness. Inspection procedures. Serviceability of parts and components. Maintaining operating relationship of parts. Gear and spline fits. Reinstallation and adjusting controls. Testing.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Automatic Transmissions	Characteristics and construction features of automatic transmissions. Transmission cooling. Mechanical, electrical, vacuum operated controls. Principles of operation of planetary gears, friction clutches, over-running clutches, servos, bands and drums, fluid couplings and torque converters. Hydraulic components and circuits. Transmission fluids. Draining, refilling, and level checking procedures. Oil seals and vents. Shop test procedures; performance characteristics: shifting, non-shifting. Specifications. Band and linkage adjustments, control settings, checking external connections and fluid levels prior to tests. Effects of defective engines, related components and worn parts on transmission operation. Tools and testing equipment. Pressure testing transmission oil circuits; interpretation of results. Locating fluid leaks. Fluid characteristics due to burnt clutch or band linings. Air testing transmission circuits and units with controls partially disassembled. Stall testing transmissions. Testing oil—coolers. Effects of leaks. Results of introducing air into pressure circuits. Overhauling automatic transmissions. Pre-disassembly inspection. Removal and replacement. Tools and equipment for handling and lifting automatic transmissions. Gauges and test equipment. Marking and protecting parts during disassembly. Cleanliness. Cleaning solvents. Inspection of parts. Tolerance specifications. Fits and clearances. Torquing procedures. Air testing components on reassembly. Road and dynamometer tests.
		Drive Shafts	Characteristics of open drive shafts, support bearings, universal joints, slip joints and enclosed drive lines. Disassembly, overhaul or relubing, reassembly and reinstallation. Torquing. Effects of imbalance.

PART 2

Work Instruction and Experience

Item	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instruments, fastening devices, general shop equipment. Bench-work operations. (As detailed in Part 1.)

Item	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
2	Internal Combustion Engines	Engine Operation	Familiarization with characteristics of correctly functioning engines. Use of dynamometers, analyzing and test equipment and road tests to diagnose engine malfunction and faults in cooling, fuel and electrical systems, affecting power assisted clutch—standard transmission operation, automatic transmission operation, for corrective action.
3	Power Trains	Clutches	Single and multiplate; mechanical, hydraulic, vacuum, air and electrically operated controls; servicing and adjustment. Removal, disassembly, cleaning, inspection, overhauling and reinstallation. Control adjustments and clearances. Testing.
		Standard Transmissions	Standard transmissions; direct and remote controls, power assist mechanisms, over-drives, auxiliary drives. Servicing and adjustment. Removal, disassembly, cleaning, inspection, overhaul and reinstallation. Control adjustments. Lubrication. Testing.
		Automatic Transmissions	Shop testing; preliminary band and linkage adjustments; mechanical, electrical and vacuum control settings; checking of external connections and fluid levels. Familiarization with performance characteristics and specifications. Pressure testing transmission oil circuits; locating fluid leaks; interpretation of results. Air testing circuits and units (controls, partially disassembled). Testing oil coolers. Stall testing automatic transmissions. Transmission removal. Pre-disassembly inspection. Disassembly, cleaning, inspection and overhaul procedures for planetary gears, friction clutches, over-running clutches, servos, bands and drums, fluid couplings, torque converters and hydraulic components. Torquing procedures. Air testing components on reassembly. Reinstallation of transmissions; control adjustments and settings. Road and dynamometer testing.
		Drive Shafts	Open drive shafts, support bearings, universal joints, slip joints. Enclosed drive lines. Removal, disassembly, overhaul, reassembly and reinstallation. Torquing.



## REGULATION 50

### under The Apprenticeship and Tradesmen's Qualification Act

#### TRUCK-TRAILER REPAIRER

##### 1. In this Regulation,

- (a) "certified trade" means the trade of truck-trailer repairer;
- (b) "truck-trailer" means any type of trailer vehicle, including a single or multi-axle semi-trailer whereby part of the load is carried on the tractor unit by means of the upper and lower coupler assembly, and a full load bearing trailer, normally hauled by a truck unit, that is registered for use on a highway under *The Highway Traffic Act* and is used primarily for the transport of equipment or goods but does not include a vehicle,
  - (i) used for transportation solely within an employer's actual place of business, or
  - (ii) used for farming operations but not used for carrying a load;
- (c) "truck-trailer repairer" means a person engaged in the repair and maintenance of truck-trailers who,
  - (i) disassembles, adjusts, repairs and re-assembles suspension systems, including bogies, axles, wheels, and rims, brake systems and electrical systems,
  - (ii) inspects, repairs and realigns frames,
  - (iii) inspects and repairs appurtenances such as tow-bars, hitches, turntables, landing gear and upper couplers, and
  - (iv) inspects, tests, adjusts, overhauls and replaces truck-trailer refrigeration system components, electrical circuits, pressure lines and fittings, and installs and removes truck-trailer refrigeration systems. O. Reg. 98/69, s. 1.

2. The trade of truck-trailer repairer is designated as a certified trade for the purposes of the Act. O. Reg. 98/69, s. 2.

3. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and

- (b) practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. O. Reg. 98/69, s. 3.

4.—(1) Subject to subsection 2, an apprentice shall complete three periods of training and instruction of 1800 hours per period.

(2) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he shall complete three periods of training and instruction of 1600 hours per period. O. Reg. 98/69, s. 4.

##### 5. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 2 of section 10 of the Act. O. Reg. 98/69, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 70 per cent during the second period of training and instruction; and
- (c) 90 per cent during the third period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade or, where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. O. Reg. 98/69, s. 6, *revised*.

7. The subjects of examination for an apprentice are the subjects set out in Parts 1 and 2 of the Schedule. O. Reg. 98/69, s. 7.



Schedule

TRUCK-TRAILER REPAIRER

PART 1

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics	Arithmetic	Addition, subtraction and division of whole numbers and fractions, ratio. and proportion, areas and volumes.
		Geometry	Lines, planes and angles.
2	Science	Physics Mechanics	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers’ manuals.
4	Drafting	Basic Drafting and Interpretation	Preparation of elementary working drawings and dimensioned sketches of automotive components. Interpretation of exploded drawings, electrical and hydraulic circuits and schematics used in manufacturers’ manuals.
5	General Shop Practice	Safety	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling of gasoline, oils, paints, thinners and solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.
		Hand Tools	Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files, drifts, scrapers, snips, clamps, vises, drill bits, reamers, taps and dies. Stud extractors. Hones. Care and use of wood-working tools—saws, planes, mallets, chisels, wood drill bits, rasps. Care and use of body-working tools—hammers, dollies, picks, panel cutters, body-files. Paint brushes, spray guns.
		Power Tools	Care and use of portable air and electric drills, screwdrivers, grinders, disc sanders, orbital sanders, belt sanders, impact tools, nibblers, skil-saws.
		Benchwork	Cutting with hacksaw, filing, scraping, drilling wood and metal; use of drill press. Use of bench grinder; grinding drill bits, chisels. Fitting bushings, honing, cutting and flaring tubing. Soldering, gasket making. Oxy-acetylene and arc welding and cutting. Brazing techniques. Care and maintenance of welding equipment.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Measuring Instruments	Use of rules, straight edges, squares, feeler gauges, calipers, verniers, micrometers, telescopic gauges, dial indicators, pressure gauges, trammel gauges.
		Fastening Devices	Types of bolts, nuts, studs, screws and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures. Tightening torques. Cutting internal and external threads. Removing broken studs. "Heli-Coil" inserts. Types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants, sealers and locking compounds.
		General Shop Equipment	Capacities and correct usage of floor cranes, hoists, jacks, stands, pullers, hydraulic presses, power hacksaws; circular and cut-off saws, bandsaws, jointers and planers. Lumber selection and storage. Sawing, ripping, planing, jointing, shiplapping. Maintenance of equipment. Operation and maintenance of steamcleaning and degreasing equipment and air compressors.
6	Truck-Trailer Suspension Systems	Suspensions	Types and characteristics. Leaf-spring, torsion bar, rubber and air cushion; single, tandem and multi-axle. Hangers and suspension control rods, articulated torque beams, compensators, trunnion pivots. Trimming suspension mountings. Overhauling suspensions and related components. Assembly realignment. Removing and installing compressed springs and related parts. Replacing bushings; maintaining preloading. Removing and installing torsion bars. Torquing suspension components. Lubrication. Handling heavy preloaded components.
		Trailer Axles	Types and characteristics. Semi and full load bearing trailers. Towbars, hitches and turn-tables. Landing gear. Inspection. Effects of misalignment, incorrect tire sizes and pressures on trailer operation. Removing, overhauling and installing axles and related components; towbars, hitches, turn-tables and landing gear. Hazards involved.
		Axle Bearings	Types and characteristics. Removing, relubing, replacing, adjusting or torquing. Characteristics of oil seals. Replacement methods.
		Wheels and Rims	Types and characteristics. Single and duals. Wheel and rim removal and installation. Wheel wrenches. Handling heavy wheel and tire assemblies. Wheel to hub fastening and locating devices. Inspecting and servicing wheels and rims. Permissible run-out.
		Tires and Tubes	Types, characteristics; size and application. Demounting and mounting. Equipment and lubricants used. Repair of tires, tubes and valves. Tire in-







ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Lights	Commercial vehicle lighting regulations. Characteristics of lights. Type and rating of bulbs. Candle power and wattage. Lenses and holders. Signal lights; flasher units. Vapour-proof lights. Replacement procedures.
		Batteries	Characteristics and function of lead acid batteries. Inspecting and testing. Use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Charging equipment. Charging and handling hazards.
10	Truck-Trailer Body Repair (Basic)	General Construction	Types, construction, materials and characteristics of truck-trailer bodies; platform, stake, van, dump, tanker and bulk carrier.
		Platform Bodies	Repairs to front bulkhead and floors.
		Stake Bodies	Replacement of stakes. Repairs to racks. Replacement of hinges and latches. Floor repairs. Repairs to ridge-poles. Minor tarp repairs.
		Vans	Removal and replacement of exterior mouldings and trim. Panel repairs; patching methods; use of sheet metal screws or "blind" rivetting. "Cold-filling" damaged panel areas; filler materials, hardeners, application and finishing. Panel replacement; cutting, forming and installation. Repair or replacement of pillars and rails; square tube and top-hat sections. Repair or replacement of door hinges, bolts and locking assemblies. Rehang and adjusting doors. Replacing weather-stripping, insulation and lining panels. Floor repairs.
		Dump Boxes	Repair and reinforcement of bodies and tail gates. Repair or replacement of tail gate hinges, locking and spreader mechanisms. Servicing and overhaul of hydraulic dumping gear.
		Tankers and Bulk Carriers	Hazards involved in "hot" welding repairs to tankers or bulk carriers used for flammable, explosive, poisonous or corrosive liquids and materials. Repairs to be made by authorized personnel only, where cleaning facilities and test equipment are available.
		Priming and Touch-up	Priming and touch-up procedures for repaired areas.
11	Truck-Trailer Refrigeration Equipment	Refrigeration Principles	Heat transfer; conduction, convection, radiation. British thermal units. Latent heat of vaporization; effects of liquid change to vapor and vapor to liquid. Effects of pressure on boiling point and condensation. Refrigerant. The basic refrigeration system. Air induction and condensation removal systems.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		System Components	Types, characteristics and operation. Drive units, compressors and clutch drives, condensers, receivers, expansion valves, evaporators, control valves, thermostatic controls, blowers, electrical circuits. Refrigerant (Freon—12), refrigeration oils, pressure lines and fittings.
		Inspection and Maintenance	Safety precautions and correct use of safety equipment. Inspection, testing, adjustment, overhaul and replacement procedures. Use of gauges and test equipment. Importance of exercising systems. Oil level checks and replenishment procedures. Testing for leaks. Purging, evacuating and recharging procedures. Procedures for installation and removal of truck-trailer refrigeration systems.

PART 2

Work Instruction and Experience

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instruments, fastening devices and general shop equipment. Benchwork operations. Lumber selection and storage; sawing and machining. (As detailed in Part 1.)
2	Truck-Trailer Suspension Systems	Suspensions	Leaf spring, torsion bar, rubber and air cushion types; single, tandem and multi-axle. Inspection and servicing. Disassembly, overhaul and reassembly of suspension systems and related components. Torquing and realignment. Trimming dimensions. Lubrication.
		Trailer Axles	Trailer axles, towbars, hitches, turn-tables, landing gear. Inspection and servicing. Disassembly, overhaul and reassembly. Lubrication.
		Axle Bearings	Removal, inspection, relubing or replacing, adjusting or torquing. Oil seal replacement.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Wheels and Rims	Inspection and servicing. Removal and installation. Checking run-out.
		Tires, Tubes and Valves	Inspection. Identification of tire wear, damage and faults. Demounting and mounting tires. Inflation precautions. Repairs. Tire rotation.
3	Truck-Trailer Frames	Standard Trailer Frames	Inspection. Frame straightening and alignment. Cross member replacement. Rivetted, welded and bolted repairs to frames. Reinforcing and bracing frames. Heat straightening. Replacement of 5th wheel pins.
		Unitized Construction	Inspection. Straightening and alignment. Replacement and realignment of underbody sections. Heat straightening; sealing, insulating and painting after repairs.
4	Truck-Trailer Brake Systems	Trailer Brakes	Vacuum suspended, air, air-hydraulic, electric, operated systems. Inspection and servicing. Overhaul, repair or replacement of brake systems and assemblies; brake chambers, slack adjusters, brake shoes and linings, anchor pins, camshafts and rollers, wedges, flexible hoses and fittings. Relining brake shoes and reconditioning brake drums. Adjusting and testing systems.
5	Truck-Trailer Electrical Systems	Electrical Circuits and Lights	Identification, tracing and testing of trailer circuits. Replacing lights, bulbs, wiring, terminals, connectors and plugs.
		Batteries	Inspection—testing and charging. Charging hazards.
6	Truck-Trailer Body Repair (Basic)	Platform Bodies	Repairs to front bulkhead and floor, etc.
		Stake Bodies	Replacement of stakes; repairs to racks. Replacement of hinges and latches. Floor repairs. Repairs to ridge poles. Minor tarp repairs.
		Vans	Removal and replacement of mouldings and trim. Panel repairs; patching and "cold-filling" of damaged areas. Panel replacement. Repair or replacement of pillars or rails. Repair or replacement of door hinges, bolts and locking assemblies. Door re-hanging and adjustment. Replacing weather-stripping, insulation and lining panels. Floor repairs.
		Dump Boxes	Repair and reinforcement of boxes and tailgates. Repair or replacement of tailgate hinges, locking and spreader mechanisms. Servicing and overhaul of hydraulic dumping gear.
		Priming and Touch-up	Priming and touch-up of repaired areas.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Tankers and Bulk Carriers	Hazards involved in "hot" welding repairs. Repairs to be made by authorized personnel only, where cleaning facilities and test equipment are available.
7	Truck-Trailer Refrigeration Equipment	Inspection and Maintenance	Familiarization with safety precautions and use of safety equipment. Inspection, testing, adjustment, overhaul or replacement of drive units, compressors and clutch drives, condensers, receivers, expansion valves, evaporators, control valves, thermostatic controls, blowers, electrical circuits, pressure lines and fittings, refrigerant. Oil level checks and replenishment. Purging, evacuating and recharging operations. Installation and removal of truck-trailer refrigeration systems.

O. Reg. 98/69, Sched.

## REGULATION 51

### under The Apprenticeship and Tradesmen's Qualification Act

#### WATCH REPAIRERS

#### 1. In this Regulation,

- (a) "certified trade" means the trade of watch repairer;
- (b) "watch repairer" means a person who,
  - (i) makes or fits parts for time-pieces,
  - (ii) repairs, alters, takes apart, assembles or reassembles time-pieces or any part thereof,
  - (iii) determines the condition of time-pieces and estimates the repairs necessary,
  - (iv) cleans, polishes or lubricates time-piece movements or any part thereof, or
  - (v) tests, adjusts or regulates time-pieces or any part thereof. O. Reg. 130/70, s. 1.

2. The trade of watch repairer is designated as a certified trade for the purposes of the Act. O. Reg. 130/70, s. 2.

3.—(1) An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto, in the subjects contained in Schedule 1; and
- (b) practical training and instruction provided by the employer of the apprentice in the subjects contained in Schedule 2.

(2) An apprentice shall complete three periods of training and instruction of 1,800 hours per period. O. Reg. 130/70, s. 3.

4.—(1) The graduate of a course in which the candidate is required to attend full-time educational day classes provided at a College of Applied Arts and Technology for a period of three years or courses that, in the opinion of the Director, are equivalent thereto, may be excused from complying with the provisions of section 3 and upon passing the examination referred to in section 6 shall be granted a certificate of qualification.

(2) The graduate of a course in which the candidate is required to attend full-time educational day classes provided at a College of Applied Arts and Technology for a period of two years or courses that, in the opinion of the Director, are equivalent thereto, may be enrolled as an apprentice and upon enrolment shall complete one period of training and instruction and may be excused from all or such part of the training and instruction referred to in clause a of subsection 1 of section 3 as the Director prescribes.

(3) A person who has completed a portion of a course in which he is required to attend full-time educational day classes provided at a College of Applied Arts and Technology for a period less than two years or courses that, in the opinion of the Director, are equivalent thereto, may be enrolled as an apprentice and upon enrolment shall complete such training and instruction as the Director prescribes. O. Reg. 130/70, s. 4.

5. The hourly rate of wages for an apprentice in the certified trade whether for his regular daily hours or for hours in excess of his regular daily hours shall not be less than,

- (a) 40 per cent during the first period of training and instruction;
- (b) 60 per cent during the second period of training and instruction; and
- (c) 80 per cent during the third period of training and instruction,

of the average hourly rate of wages for journeymen employed by the employer in the trade or, where the employer is the only journeyman employed, of the average hourly rate of wages for journeymen in the area. O. Reg. 130/70, s. 5.

6. The subjects of examination for a certificate of qualification are the subjects contained in schedules 1 and 2. O. Reg. 130/70, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the certified trade, two apprentices plus an additional two apprentices for every journeyman employed in the certified trade and with whom the apprentices are working; and

(b) where the employer is not a journeyman in the certified trade, two apprentices for every journeyman employed by the employer in the certified trade and with whom

the apprentices are working. O. Reg. 130/70, s. 7.

8. A certificate of qualification expires with the 30th day of June in each year. O. Reg. 130/70, s. 8.

### Schedule 1

#### WATCH REPAIRER

##### In-School Training

Item	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics (Trade Related)	Arithmetic	Addition, subtraction, multiplication, division. Fractions, decimals, percentage, interest and discount.
		Business Mathematics	Fundamental operations. Basic bookkeeping, balance sheets, financial statements. Retailing, insurance, taxes, licensing, leases.
		Geometry	Lines, planes and angles.
2	Language and Communication	Composition	Grammar, sentence and paragraph structure. Written and oral composition.
		Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders; interpretation and use of manufacturers' parts catalogues.
3	Science	Physics	Basic laws and principles, formulae. (Given as required in shop instruction)
4	General Shop Practice	Safety	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling and storage of acids, oils, cleaning solvents and toxic materials. Good housekeeping.
		Hand Tools	Care and use of general purpose and hairspring tweezers, general purpose and jewel screwdrivers, smooth or knurled-jaw pliers and cutters, loupes; staking, jewellery and poisoning tools, non-magnetic tweezers, files, gravers, drills, taps and dies. Tool sharpening and dressing procedures.
		Power Tools	Care, use and maintenance of watchmaker's lathes; cutting tools, accessories, polishing and grinding laps.
		Measuring Instruments	Care and use of micrometers, vernier gauges, trueing calipers.
		Shop Equipment	Care, use and maintenance of agitator and ultra-sonic cleaning machines. Drill presses and attachments. Demagnetizers. Microscopes. Crystal fitting machines. Timing and electronic test equipment. Waterproof watch case-openers and test equipment.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
5	Watch and Clock Theory	Principles and Design          Construction and Operation	<p>Watch and clock history. Principles of watch mechanical designs; winding and setting mechanisms and main springs, including self-winding types; gear trains, escapements, balance wheels and hairsprings, jewelled and plain bearings, plates and bridges. Principles and designs of electric and electronic watches. Principles and designs of clock movements.</p> <p>Types and characteristics; cases, dials, movements, crystals, crowns, and hands. Waterproof, non-waterproof, self-winding, calendar, chronograph, electric and electronic types.</p>
6	Watch Repair Practice	Dismantling          Malfunctions          Parts Replacement          Lathe Work          Parts Fitting          Crystals          Cleaning Operations (Movements)	<p>Identification of watch type, required tools and dismantling sequence. Care and precautions. Stem and crystal removal procedures for all types. Removal procedures for hands and dial, automatic winding assemblies, balance and escapement assemblies, barrel and train assemblies. Chronographs, electric and electronic types. Reference to manufacturers' specifications.</p> <p>Identification and recognition of faults; required adjustments, worn, loose, damaged, broken, poorly fitted or incorrect parts, rust, foreign matter, insufficient or over-lubrication.</p> <p>Identification and knowledge of interchangeability of parts and components by use of part numbers and parts catalogues for: balance staff, stem and crown, main spring, escapement assembly, jewels, gear trains, electronic assembly, dial, hands and crystal, power unit, calendar unit and dial train. Repair kits.</p> <p><b>Watchmakers' lathe set-up and operation.</b> Grinding and cutting tools. Procedures and techniques for parts alterations and polishing. Removal and fitting of balance staff. Stem alterations. Parts fitting techniques; tolerances and adjustments.</p> <p>Tool selection, techniques and procedures for drilling-out broken screws and case lugs. Reaming plates, bushings and hands. Staking balance staff, roller and hairspring to the balance; staking staff to pallets, staking jewels. Shellacking roller and pallet jewels. Polishing and burnishing pivots.</p> <p>Techniques and procedures for grinding, filing and fitting round or fancy glass or unbreakable crystals. Use of cements or sealants for waterproof types.</p> <p>Procedures and techniques for machine and ultrasonic cleaning. Cleaning solvent types and cleaning durations. Rinsing; solvent effects of rinses on</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
			jewel shellac; care and precautions to be taken. Drying procedures; precautions against overheating. Use of peg and pith wood.
		(Dials)	Recognition of dial type and applicable cleaning technique; brushing, light wiping, art gum use and dipping methods.
		(Cases)	Cleaning by buffing, polishing and burnishing operations. Ultrasonic cleaning methods. Use of cleaning solutions.
		Lubrication	Watch lubricant types. Oiler types, lubrication points and techniques; precision application and amount, progressive reassembly and final assembly lubrication.
		Preassembly Adjustments	Techniques and procedures for trueing and poising balance and polishing pivots.
		Watch Reassembly	Techniques, tools and required assembly sequence and operations. Testing and checking parts functioning during assembly. Assembly and final lubrication. Importance of finished appearance of dial, hands and case.
		Watch Adjustment	Techniques for balance assembly adjustment. Trueing hairsprings in the flat and in the round. Trueing regulator pins. Escapement assembly; pallet adjustment techniques. Run, lockslide and safety roller action. Use of specialized test equipment for electric and electronic watches. Adjustment techniques for hands, dial and movement to case.
		Regulation	Checking by timing in shop. Use of electric timing machine to measure errors in rate, position, beat and magnetism. Adjustment techniques for position regulator, timing screws, regulator pins, hairspring length. Electronic watch regulation techniques phasing, positioning of tuning-fork regulators. Use of manufacturers' specifications.
		Waterproofing	Recognition of snap, screw-back and one-piece type waterproof cases. Inspection procedures for fit of crystal to case, fit of crown and pendant, condition of gasket and fit of back to case. Reassembly techniques and use of correct casing tools. Application of silicone grease. Use of immersion test equipment for tightness and pressure.
7	Clock Repair Practice	Adjustments	Recognition of clock types and malfunctions: Procedures and techniques to set-up and adjust; pendulum, alarm, strike and chime types.
8	Estimating	Procedure	Inspection and recognition of malfunction; economics of repairs. Listing parts or components for replace-

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
			ment by name and part number. Estimating labour costs — based on current or association rates. Handling costs and overheads. Profit mark-up. Validity of repairs and guarantees. Customer relations.

O. Reg. 130/70, Sched. 1.

Schedule 2

WATCH REPAIRER

Work Instruction and Experience

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instruments and shop equipment. (As detailed in Schedule 1).
2	Watch and Clock Theory	Principles and Design	Familiarization with principles of watch mechanical designs; winding and setting mechanisms and main-springs, including self-winding types; gear trains, escapements, balance wheels and hairsprings, jewelled and plain bearings, plates and bridges. Principles and designs of electric and electronic watches. Principles and designs of clock movements.
		Construction and Operation	Familiarization with construction types and characteristics: cases, dials, movements, crystals, crowns and hands. Waterproof, non-waterproof, self-winding calendar, chronograph, electric and electronic types.
3	Watch Repair Practice	Crystals	Fitting round or fancy glass or unbreakable types. Cementing and sealing.
		Cases	Cleaning, buffing and polishing operations.
		Dismantling	Familiarization with watch type, dismantling sequence and precautions. Removing stems and crystals, hands and dials, automatic winding assemblies, balance and escapement assemblies, barrel and train assemblies.
		Malfunctions	Recognition of faults and economics of required action. Use of part numbers and parts catalogues for part and component identification and interchangeability.



ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Lathe Work	Set-up and operation. Turning and polishing. Parts alterations, fitting and adjustments.
		Cleaning Operations	Cleaning movements by machine or <b>ultrasonic</b> methods. Rinsing and drying operations. Cleaning dials by applicable method.
		Parts Fitting	Drilling, reaming, staking, shellacking, polishing and burnishing operations.
		Reassembly and Adjustments	Assembly operations up to, and including train. Checking parts functioning during assembly. Fitting mainspring, crown and stem. Assembly lubrication. Assembly of escapement and pallet adjustment. Assembly of balance (Conventional types). <b>Trueing</b> and adjusting hair-spring. Installation of automatic (self-winding) action. Final lubrication. Fitting dial and hands. Synchronizing day-date dials. Reassembly of electric watches with conventional balance assemblies and electronic types with tuning-fork regulation, according to manufacturers' specifications. <b>Recasing</b> .
		Regulation	Checking and adjusting errors in rate, position, beat and magnetism in conventional movements. Phasing and positioning tuning-fork regulators in electronic types.
		Waterproofing	Checking fit of case components and gaskets. Re-assembly and silicone grease application as required. Immersion testing.
4	Clock Repair Practice	Adjustments	Determining and correcting malfunction. Setting-up and adjusting; pendulum, alarm, strike and chime type clocks.
5	Estimating	Estimate Preparation	Determining required action, necessary parts, labour costs, overhead and profit mark-up. Use of current or association rate guides. Guaranteeing workmanship.

## REGULATION 52

### under The Apprenticeship and Tradesmen's Qualification Act

#### WORKERS IN SERVICING AND INSTALLING AIR-CONDITIONING OR REFRIGERATING EQUIPMENT

##### 1. In this Regulation,

- (a) "certified trade" means the trade of worker in servicing and installing air-conditioning or refrigerating equipment;
- (b) "worker in servicing and installing air-conditioning or refrigerating equipment" means a person who,
  - (i) installs or assembles any component of a refrigerating or air-conditioning system,
  - (ii) assembles or connects any pipe or duct used in piping brine or conditioned air,
  - (iii) overhauls or repairs any equipment used in refrigerating or air-conditioning systems, or
  - (iv) tests, adjusts, or instructs in the operation of refrigerating or air-conditioning systems,

but does not include a person who repairs or installs hermetically sealed units made for refrigerators in domestic use. O. Reg. 266/64, s. 1.

2. The trade of worker in servicing and installing air-conditioning or refrigerating equipment is designated as a certified trade for the purposes of the Act. O. Reg. 266/64, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of five periods of training and instruction of 1800 hours each,

- (a) at full-time educational day classes provided at a College of Applied Arts and Technology; and

- (b) in practical training and instruction provided by an employer of the apprentice,

in the courses contained in the Schedule. O. Reg. 266/64, s. 3, *revised*.

##### 4. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 2 of section 10 of the Act. O. Reg. 266/64, s. 4.

5. The subjects of examination for an apprentice in the certified trade are the subjects set out in column 1 of the Schedule. O. Reg. 266/64, s. 5.

6. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each five journeymen employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional five journeymen employed by that employer in the trade and with whom the apprentice is working. O. Reg. 266/64, s. 6.

7. A certificate of qualification expires with the 30th day of June in each year. O. Reg. 266/64, s. 7.

## Schedule

## In-School Training and Work Instruction and Experience

Item	COLUMN 1	COLUMN 2
	Subject	Instructions to be given
1	Trade orientation	Scope of work. Knowledge required. Practical skills.
2	Tools of trade	Application and use of, (a) hand tools; (b) power tools; (c) testing instruments; (d) hoists, slings, and rollers; (e) welding and brazing outfits; and (f) leak detectors.
3	Basic principles	Refrigerant cycles and mechanical applications. Flow and measurement of heat. Refrigerants and pressure-temperature relationship. Interpreting piping and control diagrams, plans and specifications.
4	Refrigeration systems	Low temperature food warehouses—long term storage. High temperature, short term food storage. Chain store applications. Packaged equipment. Industrial applications: dairies, breweries, meat packing plants. Skating and curling rinks. Test facilities and special equipment. Pumping systems.
5	Air conditioning	Definition of term. Properties of air. Movement and conditioning of air. Layout of duct systems. Types of equipment. Operation of controls, systems and safety devices. Pumping systems. Application requirements. Noise levels. Optimum temperatures.
6	Equipment installation	Preparation of foundations and mountings for compressor, evaporators, condensers and other components. Alignment procedures, belt and direct drive. Pipe work, steel and copper. Control systems. Safety controls. Duct work systems— <b>checkout and balancing</b> . <b>Checkout on electrical and water systems</b> . Evacuation, charging and testing. Start-up and adjusting. Knowledge of pipe and duct installation.
7	Servicing	Trouble shooting techniques. Maintenance procedures. Start-up and shut-down procedures. Checking of operating and safety controls. Leak detection and repair. Water treatment procedures. Overhauling and repairing of equipment. System cleanout procedures.
8	Safety considerations	Pressure testing, pressures and gases used. Pressure relief devices. Safety controls. Guards for belts and couplings. Filter cleaning. Handling of acetylene and oxygen equipment. Ladders, hoists and scaffolding. Hand and power tools. Extension cords and air lines. Flammable and toxic refrigerants. Fire precautions. Codes and regulations.





## REGULATION 53

### under The Archaeological and Historic Sites Protection Act

#### ARCHAEOLOGICAL SITES

1. The lands described in each Schedule are designated as an archaeological site. R.R.O. 1960, Reg. 27, s. 1.

#### Schedule 1

##### FORGET ARCHAEOLOGICAL SITE

That part of Lot 91 in the First Concession of the Township of Tay in the County of Simcoe, lying westerly of a line that is parallel to and distant easterly 192 rods and 12 feet measured at right angles from the said westerly limit; but excepting thereout the parcel at the southeast corner of that part of the above-described parcel lying north of and fronting 24 rods on the township road across the said lot, as described in an instrument registered in the registry office for the Registry Division of Simcoe as No. 18260; and further excepting the said township road. R.R.O. 1960, Reg. 27, Sched. 1, *revised*.

#### Schedule 2

##### THE SHEGUIANDAH ARCHAEOLOGICAL SITE

1. In the Township of Howland and the Township of Sheguiandah, in the Territorial District of Manitoulin, being,

(a) part of,

- (i) Lot 1 in Concession I, and
- (ii) Lot 1 in Concession XI,

in the Township of Howland; and

- (b) : (i) park lots 1, 2, 3, 4, 5 and 6 on the north side of Campbell Street, and
- (ii) lots 15 to 24, both inclusive, on the south side of Campbell Street, and
- (iii) parts of park lots 7 and 8 on the south side of Campbell Street, and
- (iv) part of Mill Site No. III, and
- (v) parts of Vankoughnet Street, Campbell Street and Tekumah Street.

in the Township of Sheguiandah, containing 85.88 acres, more or less; and, premising that all bearings are astronomical and derived from observations of the Polaris, described as follows:

#### FIRSTLY:

Part of Lot 1 in the 1st Concession of the Township of Howland containing 11.06 acres, more or less; **beginning at a point in the easterly limit of Lot 1, distant 1025.0 feet, measured north 0° 26' west from the southeast angle of the said Lot 1; thence south 89° 56' west, 672.25 feet to a survey post planted; thence south 0° 26' east, 1025.0 feet to the south limit of the said Lot 1; thence north 89° 56' east along the south limit of the lot, 90.0 feet to the line of a post and wire fence defining the northwesterly limit of a travelled road crossing the southeasterly portion of the lot; thence north 72° 23' east following the line of fence 24.9 feet to a bend in the same; thence continuing along the line of the fence defining the northwesterly limit of the travelled road on a general bearing of north 29° 22' east, 507.75 feet to an angle in the same; thence still along the line of fence on a general bearing of north 75° 57' east, 292.0 feet to a bend in the fence; thence continuing along the line of fence on a general bearing of north 49° 47' east, 29.0 feet, more or less, to the east limit of the said Lot 1; thence north 0° 26' west along the last-mentioned limit, 486.0 feet to the place of beginning.**

#### SECONDLY:

Part of Lot 1 in the 1st Concession and part of Lot 1 in the 11th Concession of the Township of Howland and part of the Township of Sheguiandah, containing 74.82 acres, more or less; **beginning at the northwest angle of Park Lot 1 on the north side of Campbell Street in the Township of Sheguiandah; thence south 0° 26' east along the west limit of the said Park lot, 180.67 feet; thence south 78° 30' west, 297.25 feet; thence south 50° 58' west, 107.24 feet; thence south 28° 00' west, 474.8 feet, more or less, to the north limit of Lot 16 on the south side of Campbell Street in the Township; thence south 89° 56' west along the north limits of Lot 16 and Lot 15 on the south side of Campbell Street, 136.65 feet, more or less, to a survey post defining the northwest angle of the said Lot 15; thence south along the west limit of the said Lot 15, a distance of 165.0 feet to a survey post marking the southwest angle of the said Lot 15; thence north 89° 56' east along the south limits of lots 15, 16, 17 and 18 on the south side of Campbell Street, 527.1 feet to a survey post defining the southeast angle of Lot 18; thence southerly in a straight line, 202.5 feet more or less, to the intersection of the northerly limit of Robert Street with the east limit of Hill Street according to a plan registered in the Registry Office for the Registry Division of Manitoulin as No. 7; thence south 0° 22' west along the east limit of Hill Street, 52.8 feet, more or less, to the line of a post and wire fence; thence in an easterly**



direction following the line of the post and wire fence, having a general bearing of north 88° 12' east, 688.55 feet, more or less, to the east limit of Mill Site No. III in the Townplot of Sheguiandah; thence north along the east limit of Mill Site No. III 234.2 feet to a survey post defining the northwest angle of Lot 1 on the west side of Tekumah Street in the said Townplot of Sheguiandah; thence north 89° 56' east along the north limit of Lot 1 and its production a distance of 230.7 feet, more or less, to the east limit of Tekumah Street, aforesaid; thence south along the east limit of Tekumah Street, 478.5 feet, more or less, to the north limit of a road 66 feet in perpendicular width conveyed to the Municipality of Howland by instrument No. 109 registered in the Registry Office for the Registry Division of Manitoulin; thence east along the north limit of that road 145.65 feet to a bend in same; thence north 64° 30' east continuing along the northerly limit of that road 315 feet, more or less, to the intersection with the southeasterly limit of Park Lot 7 on the south side of Campbell Street in the Townplot of Sheguiandah; thence in a general northeasterly direction following the southeasterly limits of Park Lot 7, and Park Lot 8 on the south side of Campbell Street, to a survey post planted on the southerly production of the easterly limit of Park Lot 6 on the north side of Campbell Street in the Townplot of Sheguiandah; thence north 0° 26' west along the production of the east limit of Park Lot 6, a distance of 110.4 feet to a survey post planted in the southerly limit of Campbell Street; thence north 0° 26' west, continuing along the production 66.0 feet to the southeast angle of Park Lot 6; thence north 0° 26' west, along the east limit of Park Lot 6 and its production northerly a distance of 1025.0 feet to a survey post planted; thence south 89° 56' west, 1963.0 feet, more or less, to a survey post planted in the west limit of Lot 1 in Concession XI of the Township of Howland; thence south 0° 26' east along the last-mentioned limit 365.0 feet to the place of beginning. R.R.O. 1960, Reg. 27, Sched. 2, *revised*.

### Schedule 3

#### TOWNSHIP OF SOUTH BURLEIGH ARCHAEOLOGICAL SITE

In the Township of Burleigh and Anstruther, formerly in the Township of South Burleigh, in the County of Peterborough, being a rockface inscribed with petroglyphs in the south half of the west half of Lot 10 in Concession XI and being also mining claim E.O. 12546. O. Reg. 271/62, s. 2.

### Schedule 4

#### THE LAWSON SITE

In the City of London, formerly in the Township of London, in the County of Middlesex, and being

composed of part of the southerly half of Lot 20 in the Fourth Concession of the said Township, more particularly described as follows:

PREMISING that all bearings herein are astronomic and are referred to the bearings shown on Department of Highways Plan Number P-1813-21 registered as Number 104294.

**BEGINNING at a point in the limit between the northerly and southerly halves of said Lot 20 distant 619.54 feet measured north 67° 59' 40" east along said limit from the northwesterly angle of the southerly half of said Lot 20; thence north 67° 59' 40" east, along the limit between the northerly and southerly halves of said lot, 382.74 feet; thence south 75° 45' east, 87.48 feet; thence south 79° 12' east, 60.78 feet; thence south 75° 13' east, 45.30 feet; thence south 55° 06' east, 85.41 feet; thence south 44° 00' east, 119.14 feet; thence south 31° 59' east, 105.08 feet; thence south 70° 12' 30" west, 46.85 feet; thence north 85° 44' west, 65.43 feet; thence south 86° 36' 30" west, 87.12 feet; thence south 68° 07' 30" west, 59.63 feet; thence south 61° 02' 30" west, 68.49 feet; thence south 84° 50' 30" west, 40.55 feet; thence north 54° 00' west, 87.75 feet; thence north 57° 47' 30" west, 72.10 feet; thence north 68° 40' 30" west, 85.97 feet; thence north 68° 39' 30" west, 98.03 feet; thence north 85° 28' west, 84.55 feet; thence north 18° 57' west, more or less, 38.27 feet, more or less, to the place of beginning. Containing by admeasurement 3.226 acres, more or less. O. Reg. 142/70, s. 1, *revised*.**

### Schedule 5

#### THE ROEBUCK SITE

In the Township of Augusta, in the County of Grenville, and being composed of part of Lot 2, in Concession 6 of the said Township, the boundaries of the said parcel being described as follows:

PREMISING that the bearings are astronomic derived from the southerly limit of the proposed widening of County Road Number 21, in the said Lot 2, having a bearing of north 50° 25' 30" east, as shown on a plan of survey dated March 26, 1970, by William J. Salter, O.L.S., and relating all bearings herein thereto;

**BEGINNING at a point in the east half of the said Lot 2, distant 187.91 feet, measured south 31° 51' 10" east from a point distant 635.97 feet, measured south 50° 25' 30" west from a point in the northeasterly limit of the said Lot 2, distant 26.18 feet, measured south 31° 59' 45" east along the said northeasterly limit of Lot 2 from the northeasterly corner of the said Lot 2; thence north 76° 37' east, 204.86 feet; thence south 63° 56' 50" east, 237.53 feet; thence north 80° 52' 40" east, 71.25 feet; thence south 68° 12' 50" east, 46.35 feet; thence south 40° 36' 30"**



east, 130.81 feet; thence south  $33^{\circ} 01' 50''$  west, 161.69 feet; thence south  $48^{\circ} 23' 50''$  west, 105.61 feet; thence south  $58^{\circ} 08' 40''$  west, 88.14 feet; thence south  $63^{\circ} 36' 20''$  west, 106.56 feet to the southwesterly limit of the east half of the said Lot 2; thence north  $33^{\circ} 43' 20''$  west, along the said southwesterly limit of the east half of Lot 2, a distance of 215.64 feet; thence north  $31^{\circ} 51' 10''$  west, continuing along the said southwesterly limit of the east half of Lot 2, a distance of 321.11 feet; thence north  $58^{\circ} 08' 50''$  east, 18.00 feet, more or less, to the place of beginning;

AND DESIGNATED AS PART 1 on Ontario Department of Public Works Plan of Survey Number 787-1L;

TOGETHER WITH a right of way over, along and upon a strip of land 18.00 feet in perpendicular width described as follows:

BEGINNING at a point in the east half of the said Lot 2, distant 187.91 feet, measured south  $31^{\circ} 51' 10''$  east from a point distant 635.97 feet, measured south  $50^{\circ} 25' 30''$  west from a point in the northeasterly limit of the said Lot 2, distant 28.18 feet, measured south  $31^{\circ} 59' 45''$  east along the said northeasterly limit of Lot 2 from the northeasterly corner of the said Lot 2; thence north  $31^{\circ} 51' 10''$  west 213.61 feet to the southwesterly limit of the road allowance between concessions 6 and 7; thence south  $50^{\circ} 22' 30''$  west, along the said southwesterly limit 18.16 feet to the southwesterly limit of the east half of the said Lot 2; thence south  $31^{\circ} 51' 10''$  east, along the said southwesterly limit of the east half of Lot 2, a distance of 211.15 feet; thence north  $58^{\circ} 08' 50''$  east, 18.00 feet to the place of beginning;

AND DESIGNATED AS PARTS 2 and 3 on Ontario Department of Public Works Plan of Survey Number 787-11. O. Reg. 312/70, s. 1, *revised*.

## REGULATION 54

under The Archaeological and Historic Sites Protection Act

### HISTORIC SITES

1. The lands described in each Schedule are designated as a historic site. R.R.O. 1960, Reg. 28, s. 1, *revised*.

#### Schedule 1

##### CAHIAGUE HISTORIC SITE

In the Township of Medonte in the County of Simcoe being composed of part of the west half of Lot 11 in Concession 14, more particularly described as follows:

BEGINNING where an iron post has been planted at the southeast angle of the west half of said Lot 11; thence south 60° west along the fence marking the southern limit of said Lot 11, a distance of 967.5 feet to an iron post planted; thence north 13° west 345 feet to an iron post planted; thence north 51° 30' east 242 feet to an iron post planted on the line of a certain fence; thence north 58° 40' east along said fence 623 feet to an iron post planted on the line of the fence marking the eastern limit of the west half of said Lot 11; thence south 30° east along said fence marking said eastern limit 380 feet to the place of beginning. R.R.O. 1960, Reg. 28, Sched. 1, *revised*.

#### Schedule 2

##### THE PENETANGUISHENE MILITARY AND NAVAL ESTABLISHMENTS HISTORIC SITE

1. In the Township of Tay in the County of Simcoe being composed of part of lots 122, 123 and 124 in Concession I, E.P.R., part of Lot 124 in Concession II, E.P.R., and part of the road allowance between concessions I and II, E.P.R. and, premising that all bearings are astronomic, more particularly described as follows:

BEGINNING at a point in the interior of Lot 122 in Concession I, E.P.R., which said point may be located as follows:

BEGINNING at a point in the northerly limit of Navy Street, distant 37.43 feet on a bearing of north 1° 54' west from the northwesterly angle of Lot 95 according to a plan registered in the registry office for Simcoe as No. 70, Town of Penetanguishene; thence continuing north 1° 54' west, 125.43 feet to a standard iron bar planted at a point of curve; thence on a curve to the left, having a radius of 853 feet, an arc measurement of 240.19 feet to a standard iron bar planted at a point of tangent; thence north 18° 2' west, 234.29 feet to a standard iron bar planted; thence continuing north 18° 2' west, 406.35 feet to an iron bar planted; thence continuing north 18° 2'

west, 406.35 feet to an iron bar planted; thence continuing north 18° 2' west, 82.96 feet to a point where a standard iron bar is planted, which point is the place of beginning; thence north 18° 2' west a distance of 500 feet to a standard iron bar planted at a point of curve; thence on a curve to the left, having a radius of 768 feet and an arc distance of 93.64 feet to a standard iron bar planted at a point of tangent; thence north 25° 2' west, 285.60 feet to a standard iron bar planted; thence north 18° 32' west, 110.32 feet to a standard iron bar planted; thence north 14° 50' west, 1067.61 feet, to a standard iron bar planted; thence north 23° 47' east, 208.42 feet to a standard iron bar planted; thence south 66° 23' east, 99.43 feet to a standard iron bar planted; thence north 50° 55' east, 830.04 feet to a standard iron bar planted; thence north 34° 46' 30" west, 160.58 feet to a standard iron bar planted; thence north 49° 47' 30" east, 229.03 feet to a standard iron bar planted; thence north 29° 21' west, 275.80 feet, more or less, to a standard iron bar planted at a point in the high water mark of Penetanguishene Bay; thence in a general northwesterly direction following that high water mark to and around a point of land; thence continuing along that high water mark and in a general southwesterly direction 4,090 feet, more or less, to a point in that high water mark that is distant 130 feet, more or less, from the place of beginning, measured on a bearing of south 71° 58' west; thence north 71° 58' east, 130 feet, more or less, to the place of beginning.

2. That part of Magazine Island in Penetanguishene Harbour lying above the high water mark thereof. O. Reg. 229/66, s. 1, *revised*.

#### Schedule 3

##### WILLOW FORT HISTORIC SITE

In the Township of Vespra, in the County of Simcoe, and being composed of that part of the East half of Lot 14, in the 11th Concession of the said Township of Vespra more particularly described as follows:

BEGINNING at a point where the southerly limit of the right of way of the Canadian National Railways through the said lot is intersected by the easterly limit of the said lot; thence southwesterly along the southerly limit of the said right of way of the Canadian National Railways, 688 feet to a point; thence southeasterly in a straight line to the southeasterly angle of the said lot; thence northerly along the easterly boundary of the said lot to the place of beginning; containing nine acres, more or less. R.R.O. 1960, Reg. 28, Sched. 3, *revised*.



## REGULATION 55

### under The Architects Act

#### COMPLAINTS

1. At its discretion, the Board may suspend or cancel the membership of any member or licensee whom it finds guilty of misconduct or incompetence such as to render it desirable in the public interest that he should be so dealt with. R.R.O. 1960, Reg. 29, s. 1.

2. The Board shall not take any such action until after a complaint, setting forth the alleged misconduct or incompetence and giving reasonable particulars, has been made under oath and filed with the secretary of the Board. R.R.O. 1960, Reg. 29, s. 2.

3.—(1) When a complaint is received, the secretary or the chairman or vice-chairman shall, within seven days thereafter, call a meeting of the Board to consider and act upon the complaint. R.R.O. 1960, Reg. 29, s. 3. (1); O. Reg. 312/63, s. 1(1).

(2) The meeting shall be held not earlier than fourteen days and not later than twenty-one days after the day on which the complaint was received. O. Reg. 312/63, s. 1(2).

(3) The meeting may be adjourned from time to time. R.R.O. 1960, Reg. 29, s. 3(3).

4.—(1) Notice of the meeting, with a copy of the complaint, shall be sent by registered mail to each member of the Board, to the member complained of, at his address shown in the register, and to the person making the complaint.

(2) The notice to the person making the complaint shall state that he may bring witnesses to substantiate his complaint and that, if he fails to attend the meeting, the matter may be dealt with in his absence. R.R.O. 1960, Reg. 29, s. 4.

5. The notice to the member complained of shall state that he will have an opportunity of submitting evidence and calling witnesses in his defence at the meeting and of examining opposing witnesses, and the notice to him shall state that, if he fails to attend, the Board may, in his absence, suspend or cancel his membership. R.R.O. 1960, Reg. 29, s. 5.

6. The member and any person complaining may be represented by counsel at the hearing of the complaint and the Board may call in a solicitor or a counsel for assistance and advice. R.R.O. 1960, Reg. 29, s. 6.

7. The Board may cause notice of any order of cancellation or suspension, and the reason therefor, to be published in the public press. O. Reg. 312/63, s. 2, *revised*.





## REGULATION 56

### under The Artificial Insemination of Cattle Act

#### GENERAL

1. In this Regulation, "certificate of registration" means a certificate issued under the *Livestock Pedigree Act* (Canada). O. Reg. 26/64, s. 1.

2. The owner of a herd of cattle, or his employee, who is engaged in the breeding of cows in the herd by artificial insemination with semen collected from a bull in the herd is, in respect of the artificial insemination so performed, exempt from this Regulation. O. Reg. 32/68, s. 1.

#### LICENCES

3.—(1) An application for a licence to commence or to continue to engage in a semen-producing business shall be in Form 1.

(2) A licence to commence or to continue to engage in a semen-producing business shall be in Form 2 and the fee therefor is \$1. O. Reg. 26/64, s. 2.

4.—(1) An application for a licence to commence or to continue to engage in an inseminating business shall be in Form 3.

(2) A licence to commence or to continue to engage in an inseminating business shall be in Form 4 and the fee therefor is \$1. O. Reg. 26/64, s. 3.

5.—(1) An application for a licence to commence or to continue to act as an inseminator shall be in Form 5.

(2) A licence to commence or to continue to act as an inseminator shall be in Form 6 and the fee therefor is \$1. O. Reg. 26/64, s. 4.

6. The fee for a licence in Form 2, 4 or 6 shall accompany the application for the licence. O. Reg. 26/64, s. 5.

7.—(1) A licence in Form 2, 4 or 6 expires with the first day of December in the year for which it is issued.

(2) A licence in Form 2, 4 or 6 is not transferable. O. Reg. 26/64, s. 6.

#### REQUIREMENTS AND MINIMUM STANDARDS

8.—(1) Every semen-producing business shall have a building or buildings adequate for the stabling of bulls, the collecting of semen and the maintaining of records. O. Reg. 32/68, s. 2.

(2) The buildings used for stabling bulls shall be kept clean and sanitary at all times. O. Reg. 26/64, s. 7 (2).

9.—(1) Every semen-producing business and every inseminating business shall have facilities with refrigeration for the storing of semen.

(2) Every semen-producing business shall have a laboratory with facilities for the,

(a) sterilization of equipment;

(b) evaluation of semen; and

(c) shipping of semen. O. Reg. 32/68, s. 3.

10. Every operator of a semen-producing business or an inseminating business shall maintain at his place of business, in respect of each bull from which semen is collected, stored or offered for sale,

(a) the certificate of registration for a bull that is owned by the business; or

(b) a full statement of the information contained on the certificate of registration for a bull that is not owned by the business. O. Reg. 32/68, s. 3.

11.—(1) Semen collected by a semen-producing business for the purpose of freezing shall be frozen at a laboratory approved by the Commissioner. O. Reg. 26/64, s. 10 (1).

(2) Frozen semen shall be stored at a laboratory approved by the Commissioner. O. Reg. 26/64, s. 10 (2); O. Reg. 32/68, s. 4 (1).

(3) Frozen semen stored in ampoules shall bear the full name and registration number of the bull from which the semen was collected and the date on which the semen was frozen. O. Reg. 26/64, s. 10 (3); O. Reg. 32/68, s. 4 (2).

(4) Frozen semen that is not stored in ampoules shall bear positive identification in a manner approved by the Commissioner. O. Reg. 32/68, s. 4 (3).

12.—(1) The Commissioner shall not issue a licence in Form 6 unless the applicant has completed a course of instruction approved by the Commissioner in the theory and practice of artificial insemination. O. Reg. 26/64, s. 11 (1).

(2) Notwithstanding subsection 1, the Commissioner may issue a licence in Form 6 to a person who has not completed the course required by sub-

section 1, but he may cancel the licence unless the course is completed within one year after a licence was first issued under this subsection. O. Reg. 32/68, s. 5.

13.—(1) For each bull from which semen is collected, stored or offered for sale, every semen-producing business and every inseminating business shall provide the Ontario Veterinary College with,

(a) blood samples of the bull; or

(b) a record of the blood type of the bull that has been obtained from a source approved by the Commissioner.

(2) The operator of a semen-producing business or an inseminating business shall, upon request, provide the Commissioner with evidence satisfactory to the Commissioner that subsection 1 has been complied with.

(3) Every semen-producing business and every inseminating business shall, by means of a blood test of both parents, verify the parentage of every bull from which semen is offered for sale.

(4) Notwithstanding subsection 3, the Commissioner may waive a blood test of either or both parents where, in his opinion, it is impossible or impractical to obtain blood samples of either or both parents. O. Reg. 32/68, s. 6.

#### HEALTH STANDARDS OF BULLS

14.—(1) No semen shall be obtained by a semen-producing business or an inseminating business from a bull that does not test negative on a test for tuberculosis and brucellosis made not more than one year before the semen is to be obtained from the bull.

(2) An inspector may enter and inspect the premises of an inseminating business or semen-producing business at any time, and may conduct such tests as are considered necessary by the Commissioner.

(3) Every bull affected with or exposed to any infectious or contagious disease shall be segregated from other bulls.

(4) The Commissioner may order that semen be destroyed if, in his opinion, the bull from which the semen was collected is affected with or has been exposed to an infectious or contagious disease capable of being transmitted in semen. O. Reg. 32/68, s. 7.

#### RECORDS AND RETURNS

15. Every person operating a semen-producing business or an inseminating business shall make returns to the Commissioner,

(a) annually, at the end of each fiscal year of the business, consisting of an audited financial statement of the operations of the business for the fiscal year then ended; and

(b) monthly, at the end of sixty days from the last day of the month for which the report is made, showing the number of cattle artificially inseminated and the number that show signs of being with calf. O. Reg. 26/64, s. 14; O. Reg. 32/68, s. 7.

#### GRANTS

16.—(1) For the purpose of this section, Dual-Purpose Shorthorns and Red Polls are deemed to be dairy breeds.

(2) The Minister may make grants to,

(a) semen-producing businesses owned and operated by corporations incorporated under *The Corporations Act*, or any predecessor thereof, as corporations without share capital; and

(b) inseminating businesses in territorial districts. O. Reg. 26/64, s. 15 (1, 2).

(3) Grants may be made under subsection 2 to a semen-producing business for the purchase of,

(a) a bull of a dairy breed in an amount up to but not exceeding one-third of the purchase price of the bull, or \$750, whichever is the lesser; and

(b) a bull of a beef breed in an amount up to but not exceeding one-third of the purchase price of the bull, or \$500, whichever is the lesser.

(4) No grant referred to in subsection 3 shall be made until the purchaser of the bull has submitted to the Commissioner,

(a) an auditor's statement of the purchase price of the bull;

(b) a copy of the certificate of registration with ownership of the bull shown as duly transferred;

(c) a statement by the purchaser that the bull has proven to be a satisfactory breeder; and

(d) such further information as the Minister may require.

(5) Grants may be made under subsection 2 to a semen-producing business or to an inseminating business in an amount not exceeding \$2 for each animal artificially inseminated in a territorial district but in no case shall more than one grant be made in any year respecting any animal. O. Reg. 32/68, s. 8.



ADVERTISING

17.—(1) No person who sells, offers for sale or holds in possession for sale semen from a bull for or on behalf of a semen-producing business or an inseminating business shall publish or cause to be published any advertisement or statement respecting the bull that is untrue, deceptive, misleading or likely to mislead.

(2) Where a person who sells, offers for sale or holds in possession for sale semen from a bull for or on behalf of a semen-producing business or an inseminating business publishes or causes to be published an advertisement or statement respecting the bull, he shall include in the advertisement or statement,

- (a) the most recent information in his possession relating to the conformation and production of the progeny of the bull; and
- (b) all details known to him of any undesirable inherited characteristic or genetic factor known to be transmitted by the bull to its progeny. O. Reg. 32/68, s. 9.

Form 1

*The Artificial Insemination of Cattle Act*

APPLICATION FOR A LICENCE TO ENGAGE  
IN A SEMEN-PRODUCING BUSINESS

To: The Live Stock Commissioner,  
Parliament Buildings,  
Toronto, Ontario.

.....  
(name of applicant)

.....  
(address)

applies for a licence to engage in a semen-producing business for the year ending with the 31st day of December, 19..... under *The Artificial Insemination of Cattle Act*, and the regulations, and in support of the application the following facts are stated:

1. Business address of applicant .....
- .....
2. Name of semen-producing business .....
- .....
3. Location of semen-producing business .....
- (lot and
- .....
- concession, municipality, county, etc., or district)

4. Where applicant is a corporation without share capital, state,
- (a) number of members.....
- (b) number of cows enrolled by members....
- (c) membership fee, if any.....
5. Breed or breeds to be serviced.....
6. Service fee charged.....

Dated at ..... this .... day of ....., 19....

.....  
(signature of applicant)

O. Reg. 26/64, Form 1.

Form 2

*The Artificial Insemination of Cattle Act*,

LICENCE TO ENGAGE IN A  
SEMEN-PRODUCING BUSINESS

Year..... No.....

Under *The Artificial Insemination of Cattle Act*, and the regulations, and subject to the limitations thereof, this licence is issued to,

.....  
(name)

.....  
(address)

to engage in a semen-producing business at .....

(location)

.....

This licence expires with the 31st day of December, 19.....

Issued at Toronto, this .... day of ....., 19.....

.....

Live Stock Commissioner

O. Reg. 26/64, Form 2.

Form 3

*The Artificial Insemination of Cattle Act*

APPLICATION FOR A LICENCE TO ENGAGE  
IN AN INSEMINATING BUSINESS

To.: The Live Stock Commissioner,  
Parliament Buildings,  
Toronto, Ontario.

.....  
(name of applicant)

.....  
applies for a licence for the year ending with the 31st  
day of December, 19.... to engage in an inseminating  
business for the area.....

.....  
under *The Artificial Insemination of Cattle Act*, and  
the regulations, and in support of the application,  
the following fact is stated:

Business address of the applicant.....

.....  
Dated at....., this.....day of  
....., 19....

.....  
(signature of applicant)

O. Reg. 32/68, s. 10.

Form 4

*The Artificial Insemination of Cattle Act*

LICENCE TO ENGAGE IN AN  
INSEMINATING BUSINESS

Year..... No.....

Under *The Artificial Insemination of Cattle Act*,  
and the regulations, and subject to the limitations  
thereof, this licence is issued to,

.....  
(name)

.....  
(address)

to engage in an inseminating business for the area

This licence expires with the 31st day of December,  
19....

Issued at Toronto, this.....day of....., 19..

.....  
Live Stock Commissioner  
O. Reg. 32/68, s. 10.

Form 5

*The Artificial Insemination of Cattle Act*

APPLICATION FOR A LICENCE TO ACT  
AS AN INSEMINATOR

To: The Live Stock Commissioner,  
Parliament Buildings,  
Toronto, Ontario.

.....  
(name of applicant)

.....  
(address)

applies for a licence to act as an inseminator for  
the area.....

.....  
under *The Artificial Insemination of Cattle Act*, and  
the regulations, for the year ending with the 31st  
day of December, 19....

Dated at....., this.....day of  
....., 19....

.....  
(signature of applicant)  
O. Reg. 32/68, s. 10.

Form 6

*The Artificial Insemination of Cattle Act*

LICENCE TO ACT AS AN INSEMINATOR

Year..... No.....

Under *The Artificial Insemination of Cattle Act*,  
and the regulations, and subject to the limitations  
thereof, this licence is issued to,

.....  
(name)

.....  
(address)

to act as an inseminator for the area.....

This licence expires with the 31st day of December,  
19....

Issued at Toronto, this.....day of....., 19...

.....  
Live Stock Commissioner  
O. Reg. 32/68, s. 10.

## REGULATION 57

### under The Assessment Act

#### ASSESSMENT AREAS AND REGIONS

1. The following Assessment Areas are established:

1. The Eastern Assessment Area consisting of:

- i. Assessment Region Number 1.
- ii. Assessment Region Number 2.
- iii. Assessment Region Number 3.
- iv. Assessment Region Number 4,

as established by section 2.

2. The Lake Ontario Assessment Area consisting of:

- i. Assessment Region Number 5.
- ii. Assessment Region Number 6.
- iii. Assessment Region Number 7.
- iv. Assessment Region Number 8,

as established by section 2.

3. The Metropolitan Assessment Area consisting of:

- i. Assessment Region Number 9.
- ii. Assessment Region Number 10.
- iii. Assessment Region Number 11.
- iv. Assessment Region Number 12,

as established by section 2.

4. The Central Assessment Area consisting of:

- i. Assessment Region Number 13.
- ii. Assessment Region Number 14.
- iii. Assessment Region Number 15.
- iv. Assessment Region Number 16.
- v. Assessment Region Number 17,

as established by section 2.

5. The Grand River-Niagara Assessment Area consisting of:

- i. Assessment Region Number 18.
- ii. Assessment Region Number 19.
- iii. Assessment Region Number 20.
- iv. Assessment Region Number 21.
- v. Assessment Region Number 22,

as established by section 2.

6. The Southwestern Assessment Area consisting of:

- i. Assessment Region Number 23.
- ii. Assessment Region Number 24.
- iii. Assessment Region Number 25.
- iv. Assessment Region Number 26.
- v. Assessment Region Number 27,

as established by section 2.

7. The Northern Assessment Area consisting of:

- i. Assessment Region Number 28.
- ii. Assessment Region Number 29.
- iii. Assessment Region Number 30.
- iv. Assessment Region Number 31.
- v. Assessment Region Number 32,

as established by section 2. O. Reg. 10/70, s. 1, *revised*.

2. The following Assessment Regions are established:

1. Assessment Region Number 1, consisting of the counties of Prescott, Russell, Glengarry, Stormont and Dundas.
2. Assessment Region Number 2, consisting of the counties of Grenville, Lanark and Leeds.



3. Assessment Region Number 3, consisting of The Regional Municipality of Ottawa-Carleton.
4. Assessment Region Number 4, consisting of the County of Renfrew.
5. Assessment Region Number 5, consisting of the counties of Lennox and Addington and Frontenac.
6. Assessment Region Number 6, consisting of the counties of Hastings and Prince Edward.
7. Assessment Region Number 7, consisting of the counties of Haliburton, Victoria and Peterborough.
8. Assessment Region Number 8, consisting of the counties of Durham and Northumberland.
9. Assessment Region Number 9, consisting of the City of Toronto.
10. Assessment Region Number 10, consisting of the Borough of North York.
11. Assessment Region Number 11, consisting of the boroughs of Scarborough and East York.
12. Assessment Region Number 12, consisting of the boroughs of Etobicoke and York.
13. Assessment Region Number 13, consisting of the County of Ontario.
14. Assessment Region Number 14, consisting of The Regional Municipality of York.
15. Assessment Region Number 15, consisting of the counties of Halton and Peel.
16. Assessment Region Number 16, consisting of the County of Simcoe.
17. Assessment Region Number 17, consisting of The District Municipality of Muskoka.
18. Assessment Region Number 18, consisting of The Regional Municipality of Niagara.
19. Assessment Region Number 19, consisting of the County of Wentworth.
20. Assessment Region Number 20, consisting of the counties of Brant, Norfolk and Haldimand.
21. Assessment Region Number 21, consisting of the County of Waterloo.
22. Assessment Region Number 22, consisting of the counties of Wellington and Dufferin.
23. Assessment Region Number 23, consisting of the counties of Middlesex, Elgin and Oxford.
24. Assessment Region Number 24, consisting of the counties of Huron and Perth.
25. Assessment Region Number 25, consisting of the counties of Grey and Bruce.
26. Assessment Region Number 26, consisting of the counties of Lambton and Kent.
27. Assessment Region Number 27, consisting of the County of Essex.
28. Assessment Region Number 28, consisting of the territorial districts of Nipissing and Parry Sound.
29. Assessment Region Number 29, consisting of the territorial districts of Cochrane and Timiskaming.
30. Assessment Region Number 30, consisting of the territorial districts of Sudbury and Manitoulin.
31. Assessment Region Number 31, consisting of the Territorial District of Algoma.
32. Assessment Region Number 32, consisting of the territorial districts of Thunder Bay, Kenora and Rainy River. O. Reg. 10/70, 2, *revised*.

REGULATION 58

under The Assessment Act

1. An enumeration questionnaire under sub-section 1 of section 14 of the Act shall be in the following Form: O. Reg. 257/70, s. 1.

Form

The Assessment Act

ENUMERATION QUESTIONNAIRE

.....  
(Insert the name and address of the pertinent  
Regional Assessment Office)

Name of Assessed Owner .....

Assessed Tenant. ....

(Above to be filled in before delivery or  
mailing of the Notice)

1. (a) What is the full name(s) of the owner(s) and  
tenant(s), if any, and spouse(s)?.....  
.....
- (b) Do you reside on the property? .....
- (c) Are you the owner, tenant, or the spouse  
of an owner or tenant? .....
- (d) What is your year of birth? .....
- (e) What is your sex? .....
- (f) What is your marital status? .....
- (g) Are you a Roman Catholic? (This question  
is asked for the determination of school  
support only) .....
- (h) Are you a Canadian Citizen, British Subject  
or Alien? .....
- (i) What is your occupation? (Please be  
specific).....
- (j) In which municipality are you employed?  
.....

- (k) If you are employed by a mine, what is the  
name of the mine? .....
- (l) Will you have resided in Canada for the  
twelve months preceding the 1st day of  
October of this year? .....
2. If you are an owner (or tenant), is your spouse a  
co-owner (or co-tenant)? .....
3. If you are a tenant, what is the name and  
address of the owner? .....
- .....
4. (a) Does the spouse of the occupier (owner or  
tenant) reside on this property? .....
- (b) If not, what is the spouse's name, address,  
year of birth, and citizenship? .....
- .....
5. (a) Is this a farm of more than 20 acres?  
.....
- (b) If there are any sisters of the owner of  
this farm over the full age of 21 years,  
also residing on the property, what are  
their names? .....
- .....
6. Please complete the following information per-  
tinent to any other persons residing on the  
property:
1. What is his full name? .....
2. What is his year of birth? .....
3. Is the person male or female? .....
4. What is his marital status? .....
5. Is he a Canadian Citizen, British Subject  
or Alien? .....
6. What is his occupation? (Please be  
specific).....

7. In which municipality is he employed?  
.....

8. If he is employed by a mine, what is the  
name of the mine? .....

9. Has he resided in this municipality for the  
twelve months preceding the 1st day of  
January of this year and has he continued  
to reside here? .....

7. (a) Have you made any major alterations to  
this property in the last year? .....

(b) If yes, describe briefly. ....  
.....

8. What is your mailing address? .....  
.....

Dated at ....., this .....  
day of ....., 19....

.....  
(signature)

O. Reg. 257/70, Form, *revised*.



**REGULATION 59**  
**under The Assessment Act**

**FORM OF CENSUS REPORT**

1. The report of the census of the inhabitants of each municipality and the unorganized territory in a locality as required under section 23 of the Act shall be in the following Form. O. Reg. 302/70, s. 1.

**Form**

*The Assessment Act*

**REPORT OF POPULATION**

Name of Municipality or Locality  
County, etc., or District                      Date

A. Age Groups 0, 1, 2, 3, 4, 5, 6, 7-8, 9-10, 11-12,  
13-14, 15, 16, 17, 18, 19, 20, 21-25,  
26-30, 31-35, 36-40, 41-45, 46-50,  
51-55, 56-59, 60, 61-65, 66-69, 70  
and over.

- B. School Support
  - (i) Public
  - (ii) Separate
- C. Sex
  - (i) Male
  - (ii) Female
- D. Assessed or Not Assessed
  - (i) Assessed Male
  - (ii) Assessed Female
  - (iii) Not Assessed Male
  - (iv) Not Assessed Female

O. Reg. 302/70, Form.

REGULATION 60

under The Assessment Act

NOTICE OF ASSESSMENT UNDER  
SUBSECTION 1 OF SECTION 40 OF THE ACT

1. A notice of assessment under subsection 1 of section 40 of the Act shall be in Form 1. O. Reg. 138/70, s. 1.

Form 1

The Assessment Act

NOTICE OF ASSESSMENT

This is not a tax bill

WARD POLL MADE IN 19...  
(if applicable)

FOR TAXATION YEAR 19...

Take notice that you are assessed for taxation as specified below. If you consider yourself improperly assessed in any respect you or your agent may appeal on or before the date specified. Notify the undersigned in writing of your complaint and it will be tried by the assessment review court.

See Reverse Side For, (i) Notice of Appeal (ii) Codes Used On Notice						
Municipality						
Signed ..... Assessment Commissioner or Assessor						
Prop. No.					Tenant No.	
You are assessed as a ..... school supporter.						

PARTICULARS OF PERSONS ASSESSED	Corporation
	Schl. Sup.
	Birth
	Year of
	Occupation
	Religion
	Status
	Electoral
	Citizenship
	Status
Marital	
Names and Addresses of Owners, Lessees, Tenants and Occupiers	





TOTAL REAL PROPERTY		NOTICE OF APPEAL	
T	— Total Assessed Value of the Property	....., 19...	
E	— The Amount of Exempt Assessment Included in the Total Assessed Value of the Property.	Sir: Take notice that I hereby appeal for the following reasons:	
		.....	
		.....	
LIABLE FOR TAX RATE			
RP	— Residential Public School Rate	.....	
RS	— Residential Separate School Rate	.....	
CP	— Commercial Public School Rate	.....	
CS	— Commercial Separate School Rate	.....	
BP	— Business Public School Rate	.....	
BS	— Business Separate School Rate	.....	
		Signature	
		.....	
		Please Give Address In Full	
		.....	
		O. Reg. 138/70, Form 1.	

## REGULATION 61

### under The Assessment Act

#### PAYMENTS TO MINING MUNICIPALITIES, 1970

##### 1.—(1) In this Regulation,

(a) "local board" means any school board, except a divisional board of education established under Part IV of *The Secondary Schools and Boards of Education Act*, public utility commission, transportation commission, public library board, board of park management, local board of health, board of commissioners of police, planning board or authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of a municipality;

(b) "mining employee" means any person who is in receipt of or entitled to any salary, wages, or other direct compensation for services or labour performed in Ontario at the locations excepted from assessment under paragraph 19 of section 3 of *The Assessment Act*, and who is,

(i) resident in a mining municipality at the time of the making of the last assessment of the mining municipality, or

(ii) resident outside a mining municipality and employed at a mine or mineral work in a mining municipality on the 1st day of October in any year;

(c) "municipality" means a city, town, village, township or improvement district.

(2) A person shall be deemed to be resident in that municipality in which he is assessed as owner or tenant of a residence in which his wife or any dependent child resides and, if not so assessed, in that municipality in which he ordinarily eats and sleeps. O. Reg. 399/70, s. 1.

2. This Regulation applies to designated mining municipalities only. O. Reg. 399/70, s. 2.

3. The following municipalities are designated as mining municipalities for the purposes of this Regulation:

1. The City of Sudbury.

2. The towns of Blind River, Caledonia, Capreol, Cobalt, Espanola, Geraldton, Goderich, Haileybury, Latchford, Levack, Lively, Renfrew, Timmins.

3. The villages of Bancroft, Beachburg, Cobden, Deloro, Hagersville, Madoc, Marmora.

4. The townships of Atikokan, Balfour, Belmont and Methuen, Black River-Matheson, Bucke, Caldwell, Cardiff, Casimir, Jennings and Appleby, Coleman, Cosby, Mason and Martland, Dowling, Drury, Denison and Graham, Dungannon, Elliot Lake, Falconbridge, Hagar, James, Larder Lake, Marmora and Lake, McGarry, Michipicoten, Mountjoy, Nairn, Neelon and Garson, Oneida, Playfair, Ratter and Dunnet, Ray-side, Red Lake, Ross, Seneca, Teck, Tisdale, Valley East, Waters, Westmeath, Whitney.

5. The improvement districts of Balmertown, Beardmore, Bicroft, Ear Falls, Gauthier, Manitouwadge, Onaping, Renabie, Temagami. O. Reg. 399/70, s. 3.

4. In the year 1970 the Minister shall make a payment to each mining municipality in accordance with Schedule I and the Minister may make such adjustments thereto as may be necessary upon final determination of additional assessment under section 87 of *The Assessment Act, 1968-69*. O. Reg. 399/70, s. 4.

5. For the purpose of apportioning the county rate to be levied in the year 1971, the amount of the payment to a mining municipality deemed to be computed with reference to mine profits and the aggregate mill rate referred to in clauses a and b of subsection 2 of section 72 of *The Assessment Act*, shall be as set out in Schedule 2. O. Reg. 399/70, s. 5.

6. Where a mining municipality does not comply with this Regulation or does not obtain the approval of the Minister to,

(a) the estimates of the municipality and its local boards;

(b) the amounts to be provided for and included in the estimates, whether to be provided by taxation or otherwise;

(c) the imposition, rating and levying of all rates, assessments and taxation upon any or all of the rateable property within the municipality;

(d) the rates, rents and charges imposed, levied or collectable for supply or service of any public utility;

(e) the imposition and charging of all licence, permit or other fees, charges and expenses; and

(f) the sale or other disposition of any assets,

the Minister may withhold the whole or any part of a payment from the mining municipality. O. Reg. 399/70, s. 6.

7. The Minister shall have access at all times to all books, records, papers and documents of a mining municipality and of every local board, including, but without limiting the generality of the foregoing, all assessment rolls, collectors' rolls, by-laws, minute books, books of account, vouchers and other records, papers and documents relating to its and their financial transactions, and may inspect, examine, audit and copy the books, records, papers and documents. O. Reg. 399/70, s. 7.

8.—(1) In each year the assessor of a mining municipality shall enter in a register, provided for the purpose by the clerk of the municipality, the name of every mining employee residing in the municipality, the name of the mine or mineral work at which the person is employed and the name of the municipality in which the mine or mineral work is located.

(2) Where the mine or mineral work is located in an area without municipal organization, the word "unorganized" shall be entered by the assessor after the name of the mine or mineral work.

(3) The register duly completed and certified by the assessor shall be returned to the clerk of the municipality with the assessment roll.

(4) The clerk shall make and certify a return to the Minister, showing the number of mining employees,

(a) residing in and working in the municipality; and

(b) residing in and working outside the municipality,

as determined by the register. O. Reg. 399/70, s. 8.

9. The Minister shall determine the distribution of the mining revenue payment benefit to municipal, school, and county taxpayers in the year 1970 in those municipalities where the 1969 mining revenue payment was partly calculated with reference to mines profits. O. Reg. 399/70, s. 9.

10. The Minister may designate the amount of mining payment to be made in the year 1970 to any municipality that in previous years was not a designated mining municipality. O. Reg. 399/70, s. 10.

# Schedule 1

City	\$
Sudbury	3,104,392
<b>Towns</b>	<b>\$</b>
Blind River	51,675
Caledonia	4,771
Capreol	24,116
Cobalt	77,914
Espanola	10,891
Geraldton	64,914
Goderich	138,800
Haileybury	26,916
Latchford	3,567
Levack	182,244
Lively	173,128
Renfrew	22,766
Timmins	488,582
<b>Villages</b>	<b>\$</b>
Bancroft	1,854
Beachburg	1,854
Cobden	3,165
Deloro	2,100
Hagersville	5,501
Madoc	6,138
Marmora	18,782
<b>Townships</b>	<b>\$</b>
Atikokan	437,251
Balfour	273,922
Belmont and Methuen	18,970
Black River-Matheson	40,001
Bucke	20,835
Caldwell	4,329



Cardiff	198	Rayside	143,580
Casimir, Jennings and Appleby	10,379	Red Lake	60,727
Coleman	25,044	Ross	38,590
Cosby, Mason and Martland	7,259	Seneca	6,442
Dowling	68,671	Teck	303,478
Drury, Denison and Graham	111,333	Tisdale	394,695
Dungannon	243	Valley East	229,985
Elliot Lake	494,406	Waters	26,856
Falconbridge	50,175	Westmeath	3,164
Hagar	15,298	Whitney	78,671
James	4,909	<b>Improvement Districts</b>	<b>\$</b>
Larder Lake	36,731	Balmertown	103,665
Marmora and Lake	20,728	Beardmore	4,548
McGarry	35,396	Bicroft	39,197
Michipicoten	187,870	Ear Falls	5,264
Mountjoy	27,637	Gauthier	5,927
Nairn	4,862	<b>Manitouwadge</b>	<b>465,659</b>
Neelon and Garson	335,967	Onaping	76,814
Oneida	10,056	Renabie	13,199
Playfair	2,957	Temagami	30,575
Ratter and Dunnet	12,760	O. Reg. 435/70, s. 1; O. Reg. 541/70, s. 1.	

**Schedule 2**

County	Municipality	Amount of Payment Deemed To Be Computed With Reference To Mine Profits	Aggregate Mill Rate
Huron	Town of Goderich	\$ 59,920.00	71.00
Peterborough	Township of Belmont and Methuen	4,211.45	36.54
Hastings	Township of Marmora and Lake	6,803.34	42.76
Haldimand	Township of Oneida	1,949.11	38.57
	Township of Seneca	1,256.85	36.98
Renfrew	Township of Ross	13,257.53	41.40



REGULATION 62

under The Assignment of Book Debts Act

FORM OF RENEWAL STATEMENT

1. A renewal statement shall be in Form 1. O. Reg. 495/70, s. 1.

Form 1

*The Assignment of Books Debts Act*

RENEWAL STATEMENT

Statement exhibiting the interest of.....  
in the assignment of book debts dated the.....day  
of....., 19....., made between  
....., of.....  
and.....,of.....  
and registered in the office of the Clerk of the

.....Court of the.....  
of....., on the.....day of  
....., 19.....as number.....  
The said.....is still the assignee  
of the book debts and has not assigned the assignment  
(or.....is the assignee of the assign-  
ment by virtue of an assignment thereof from.....  
.....to him, dated the.....day of  
....., 19.....) (or as the case may be).

A.B.

(Signature of Assignee)

O. Reg. 495/70, Form 1.



## REGULATION 63

### under The Assignment of Book Debts Act

#### GENERAL

#### 1. In this Regulation,

- (a) "branch filing office" means a branch office of the registration system under *The Personal Property Security Act* and includes the office of the clerk of each county or district court;
- (b) "central filing office" means the central office of the registration system under *The Personal Property Security Act*;
- (c) "collateral" means all such accounts and debts whether existing or future as in the ordinary course of business would be entered in books, whether actually entered or not, and includes any part or class thereof;
- (d) "consumer goods" means goods that are used or acquired for use primarily for personal, family or household purposes;
- (e) "debtor" means a person making an assignment of book debts;
- (f) "equipment" means goods that are not inventory or consumer goods;
- (g) "inventory" means goods that are delivered to a person for the purpose of resale by him in the course of business;
- (h) "motor vehicle" means an automobile, motor-cycle, motorized snow vehicle or any other vehicle propelled or driven otherwise than by muscular power, but does not include the cars of electric or steam railways, or other vehicles running only upon rails, traction engine, farm tractor, self-propelled implement of husbandry or road-building machine;
- (i) "recorded" means,
  - (i) when used in respect of an assignment or other instrument that it is registered and when tendered for registration was accompanied by a financing statement or financing change statement, and
  - (ii) when used in respect of the name of a debtor or secured party,
- A. the name as set out in the financing statement or financing change statement that accompanied an assignment or other instrument tendered for registration, or
- B. the amended name as set out in a financing change statement, described as an amendment, that is filed;
- (j) "registering agent" means the person who is acting as agent for the secured party when submitting a statement to the office of the clerk of a county or district court but does not include a clerk or other employee of the secured party;
- (k) "secured party" means a person to whom an assignment of book debts is made. O. Reg. 496/70, s. 1.

#### FORM OF STATEMENT AND WHEN REQUIRED

2.—(1) Where this Regulation requires or permits a statement to accompany an assignment or other instrument tendered for registration, the form of statement to be used shall be the form of financing statement or financing change statement provided or approved by the registrar.

(2) Each line, except the lines described on the financing statement as error correction lines, on which information is to be set out in a financing statement or financing change statement shall be numbered. O. Reg. 496/70, s. 2(1, 2).

(3) Where this Regulation requires that an assignment of book debts or other instrument tendered for registration be accompanied by a financing statement or financing change statement, the assignment of book debts or other instrument shall be accompanied by the statement when tendered for registration. O. Reg. 496/70, s. 2(3), *amended*.

#### REGISTRATION OF AN ASSIGNMENT OF BOOK DEBTS

3. An assignment of book debts tendered for registration shall be accompanied by a financing statement. O. Reg. 496/70, s. 3.

#### 4. A financing statement,

- (a) shall set out,

- (i) the name of the debtor and, where the debtor is an individual person, his date of birth and sex,
  - (ii) the address of the debtor,
  - (iii) the name of the secured party,
  - (iv) the address of the secured party,
  - (v) that the classification of the collateral is other than consumer goods, inventory or equipment,
  - (vi) that a motor vehicle is not included in the collateral,
  - (vii) that book debts are the subject matter of the assignment by indicating that book debts are included in the collateral, and
  - (viii) whether the principal amount secured can or cannot exceed \$25,000; and
- (b) may set out the name and address of the registering agent, if any; and
- (c) may set out a description of the collateral on any of the lines numbered 13, 14 or 15. O. Reg. 496/70, s. 4.

#### REGISTRATION OF A RENEWAL

5. A renewal statement tendered for registration in respect of an assignment of book debts that is not recorded shall be accompanied by a financing statement, designated as a transition filing, which shall set out the registration number of the assignment of book debts and the information required by section 4, but the date of birth of the debtor need not be set out. O. Reg. 496/70, s. 5.

6. A renewal statement tendered for registration in respect of an assignment of book debts that is recorded shall be accompanied by a financing change statement, designated as a renewal, which shall set out the information required by section 14. O. Reg. 496/70, s. 6.

#### REGISTRATION OF A CERTIFICATE OF DISCHARGE

7.—(1) A certificate of discharge tendered for registration in respect of an assignment of book debts that is recorded shall be accompanied by a financing change statement, designated as a discharge, which shall set out the information required by section 14.

(2) If there are two or more assignors residing in different registration districts affected by the discharge and a certificate of the entry of the discharge or a duplicate or other original of the certifi-

cate of discharge is tendered for registration under subsection 3 of section 5 of the Act in respect of an assignment of book debts that is recorded, it shall be accompanied by a financing change statement, designated as a discharge, which shall set out the information required by section 14. O. Reg. 496/70, s. 7.

#### REGISTRATION OF A CERTIFICATE OF PARTIAL DISCHARGE

8. A certificate of partial discharge tendered for registration in respect of an assignment of book debts that is recorded shall be accompanied by a financing change statement, designated as a partial discharge, which,

- (a) shall set out the information required by section 14; and
- (b) may set out a description of the collateral that is discharged. O. Reg. 496/70, s. 8.

#### AMENDMENT OF INFORMATION

9.—(1) A financing change statement, signed by the secured party, to amend information set out in a financing statement or financing change statement,

- (a) which was incorrectly transcribed onto a financing statement or financing change statement;
- (b) in respect of the address of the debtor or of the secured party;
- (c) in respect of the name of the debtor or of the secured party where the name has been changed through legal process;
- (d) in respect of the date of birth or sex of the debtor;
- (e) in respect of the classification of the collateral;
- (f) to show that a motor vehicle is not included in the collateral;
- (g) to show that book debts are the subject matter of the assignment; or
- (h) in respect of whether the principal amount secured can or cannot exceed \$25,000,

may be tendered for filing in the office of the clerk of the county or district court where the assignment of book debts is registered at any time during the period the registration of the assignment of book debts is effective.

(2) The financing change statement referred to in subsection 1 shall be described as an amendment and shall set out,



- (a) the registration number shown on the financing statement or financing change statement containing the information to be amended;
- (b) the name of one of the debtors as it is recorded, or where information as to the name, address, date of birth or sex of one of two or more debtors is to be amended, the name of that debtor as it is recorded;
- (c) the number of the line in the financing statement or financing change statement containing the information to be amended;
- (d) the line of information to be substituted for the line referred to in clause *c* of this subsection; and
- (e) a brief statement of the reason for the amendment. O. Reg. 496/70, s. 9.

#### PARTICULARS OF CONTENT OF FORMS

**10.** The name of a debtor or secured party in a financing statement or financing change statement shall be set out to show,

- (a) where the debtor or secured party is an individual person, the first given name, followed by the initial of the second given name, if any, followed by the surname; or
- (b) where the debtor or secured party is not an individual person, the name of the partnership or corporation, or as the case may be. O. Reg. 496/70, s. 10.

**11.** The registrar may assign a number to a person and the number may be set out in a financing statement or financing change statement with or in lieu of the name and address of the person. O. Reg. 496/70, s. 11.

**12.** The date of birth in a financing statement or financing change statement shall be set out to show,

- (a) the day of the month in numerals;
- (b) the first three letters of the name of the month; and
- (c) the last two digits of the number of the year. O. Reg. 496/70, s. 12.

**13.** The address of a debtor or secured party in a financing statement or financing change statement,

- (a) shall set out one of,
  - (i) the street number, if any, the street name, if any, and the name of the municipality,

- (ii) the name of the municipality and the rural route number,
- (iii) the name of the municipality, the postal station, if any, and the box number, or
- (iv) the lot number, concession number, and the name of the township;

- (b) may set out the apartment or suite number;
- (c) may set out the postal zone number; and
- (d) shall set out the name of the province, territory or state in abbreviated form that does not exceed four alphabetic characters. O. Reg. 496/70, s. 13.

**14.** A financing change statement, other than a statement described as an amendment, shall set out,

- (a) the registration number; and
- (b) the name of one of the debtors,

as set out in the statement accompanying the last instrument recorded that relates to the assignment or, if none, as set out in the statement accompanying the recorded assignment. O. Reg. 496/70, s. 14.

#### APPROVED FORMS

**15.** Any person may apply to the registrar for approval of the form of a financing statement or financing change statement and the registrar may approve the form or may approve its use for a limited time only or may otherwise qualify his approval and may require that the approval or any qualification of the approval be printed on the form. O. Reg. 496/70, s. 15.

#### PROCEDURE

**16.—(1)** A financing statement or financing change statement that is submitted to the clerk of a county or district court shall be submitted in duplicate or in triplicate, unseparated, and the original shall be known as the central filing office copy, the first copy shall be known as the branch filing office copy and the second copy, if any, shall be known as the registrant's copy.

(2) Where a statement referred to in subsection 1 is accepted by the clerk, the clerk shall number the statement, separate the copies, forward the central filing office copy to the central filing office, attach the branch filing office copy to the assignment or other instrument and return the registrant's copy, if any, to the registrant at the office of the clerk.



(3) Where a registrant requests the return to him of the registrant's copy of the statement referred to in subsection 1 by post and provides a prepaid, addressed envelope, the clerk shall comply with the request. O. Reg. 496/70, s. 16.

#### MANNER OF RECORDING

17.—(1) The information required or permitted by this Regulation to be set out in a financing statement shall be recorded in the statement in a manner suitable for conversion by the technique known as optical character recognition and, without limiting the generality of the foregoing,

- (a) the information shall be clearly, neatly and legibly typewritten or machine printed in black ink without erasures, interlineation or alterations;
- (b) alphabetic characters shall be in upper case only; and
- (c) the information shall be without punctuation marks or symbols,

but where the type style known as Perry font is used, lower case letters, punctuation marks and symbols may be used.

(2) An error made in transcribing information onto a financing statement in respect of,

- (a) the name or address of a debtor;
- (b) the name or address of a secured party;
- (c) the description of the collateral; or
- (d) the name or address of a registering agent,

may be corrected before the statement is submitted with an assignment or other instrument tendered for registration by typing an "X" in the column described on the statement as the error correction column on the line containing the error and typing the correct line of information on either of the lines described on the statement as error correction lines together with the line number of the line that is corrected. O. Reg. 496/70, s. 17.



## REGULATION 64

under The Athletics Control Act

### AMOUNT OF TAX

1. The amount payable to the Minister under subsection 1 of section 5 of the Act is 2 per cent of the gross receipts of the contest or exhibition. R.R.O. 1960, Reg. 32, s. 1.



## REGULATION 65

### under The Athletics Control Act

#### GENERAL

##### INTERPRETATION

#### 1. In this Regulation and in the Act,

(a) "amateur", when used in respect of a natural person, means a person who has not at any time,

(i) entered or competed in any athletic contest or exhibition for a staked bet, private or public money or gate receipts, or received any consideration for his services as an athlete except merchandise or an order for merchandise not exceeding \$35 in value, or reasonable travelling and living expenses actually incurred while going to, remaining at, and returning from, the place of contest or exhibition,

(ii) taught, pursued or assisted in the pursuit of any athletics as a means of livelihood,

(iii) sold or pledged his prizes, or

(iv) promoted or managed an athletic contest or exhibition for personal gain;

(b) "amateur", when used in respect of an athletic association, club, corporation, league or unincorporated organization, means that the association, club, corporation, league or unincorporated organization is composed of amateurs or is ordinarily recognized as being composed of amateurs;

(c) "professional", when used in respect of a natural person, means a person other than an amateur;

(d) "professional", when used in respect of a professional contest or exhibition, means,

(i) that the participants or contestants represent or are members of an athletic association, club, corporation, league or unincorporated organization that is composed of professionals or is ordinarily recognized as being composed of professionals, or

(ii) that the participants or contestants are, or represent or are members of, a team or group of participants or contestants that is professional or is ordinarily recognized as being professional. O. Reg. 26/67, s. 1. *revised.*

#### 2. In this Regulation,

(a) "appearance forfeit" means the amount of money that a boxer, under a written contract to appear in a professional boxing contest or exhibition, agrees to pay in accordance with this Regulation upon his failure to so appear;

(b) "bout" means a contest or exhibition between two contestants;

(c) "catch-weights" when used in a professional boxing contract means the actual weights of the contestants where no mention of specific weights is made in the contract;

(d) "weight forfeit" means the amount of money that a boxer, under a written contract to take part in a professional boxing contest or exhibition, agrees to pay his opponent upon failure to comply with the weight requirements under the contract. O. Reg. 26/67, s. 2.

#### POWERS AND DUTIES OF THE COMMISSIONER

#### 3. The Commissioner may issue licences under this Regulation and shall,

(a) assist, promote and encourage,

(i) amateur sport in community centres under *The Community Centres Act*, and

(ii) associations of amateur sportsmen; and

(b) be responsible for the supervision of professional contests and exhibitions and, under the direction and control of the Minister, assist in the administration of the Act and this Regulation. O. Reg. 26/67, s. 3.

#### LICENCES

4.—(1) Where the Commissioner is of the opinion that he should not issue a licence, he may refuse to issue it.

(2) The Commissioner shall not issue a licence to a female to take part in an amateur or professional boxing or wrestling contest or exhibition. O. Reg. 26/67, s. 4.

5.—(1) Where a person holding a licence fails to comply with any provision of the Act or this Regulation, the Commissioner may fine him an amount not exceeding \$50 or suspend his licence, or both.

(2) Where a person holding a licence contravenes the Act or this Regulation, the Commissioner may, after a hearing, cancel the licence. O. Reg. 26/67, s. 5.

6. The fees for licences are payable to the Minister and shall be collected by the Commissioner. O. Reg. 26/67, s. 6.

## PART I

### AMATEUR BOXING

7. This Part applies to amateur boxing contests and exhibitions. O. Reg. 26/67, s. 7.

8. In this Part, "competition" means a contest in which more than two boxers take part. O. Reg. 26/67, s. 8.

9. The weight-classes in amateur boxing are,

(a) fly-weight of not more than 112 pounds, 6 ounces, 15 drams;

(b) bantam-weight of more than 112 pounds, 6 ounces, 15 drams, but not more than 119 pounds, 0 ounces, 12 drams;

(c) feather-weight of more than 119 pounds, 0 ounces, 12 drams, but not more than 125 pounds, 10 ounces, 9 drams;

(d) light-weight of more than 125 pounds, 10 ounces, 9 drams, but not more than 132 pounds, 4 ounces, 7 drams;

(e) light welter-weight of more than 132 pounds, 4 ounces, 7 drams, but not more than 139 pounds, 15 ounces, 14 drams;

(f) welter-weight of more than 139 pounds, 15 ounces, 14 drams, but not more than 147 pounds, 11 ounces, 5 drams;

(g) light middle-weight of more than 147 pounds, 11 ounces, 5 drams, but not more than 156 pounds, 8 ounces, 7 drams;

(h) middle-weight of more than 156 pounds, 8 ounces, 7 drams, but not more than 165 pounds, 5 ounces, 8 drams;

(i) light heavy-weight of more than 165 pounds, 5 ounces, 8 drams, but not more than 178 pounds, 9 ounces, 3 drams; and

(j) heavy-weight of more than 178 pounds, 9 ounces, 3 drams. O. Reg. 26/67, s. 9.

10.—(1) In championship contests there shall be three three-minute rounds.

(2) In other contests or in exhibitions there shall be three two-minute rounds or five two-minute rounds.

(3) There shall be a one-minute interval between rounds. O. Reg. 26/67, s. 10.

11.—(1) Except under a licence in Form 1, no person shall hold an amateur boxing contest or exhibition.

(2) The fee for the licence is \$5.

(3) The licence is valid only for the contest or exhibition specified therein. O. Reg. 26/67, s. 11.

12. A person holding a licence in Form 1 shall make a report in Form 2 to the Commissioner not later than ten days after the contest or exhibition is held. O. Reg. 26/67, s. 12.

13.—(1) Except under a licence in Form 3, no person shall take part in an amateur boxing contest or exhibition.

(2) No fee is payable for a licence in Form 3.

(3) The licence expires with the 31st day of March next following the date of issue.

(4) Where a licensee takes part in a contest or exhibition, he shall not take part in another contest or exhibition for at least three days. O. Reg. 26/67, s. 13.

14.—(1) No person shall referee an amateur boxing contest or exhibition except under a licence in Form 4.

(2) The fee for the licence is \$1.

(3) The licence expires with the 31st day of March next following the date of issue.

(4) No person shall be granted a licence in Form 4 unless he passes a medical examination conducted by a legally qualified medical practitioner. O. Reg. 26/67, s. 14.

15. Where the Commissioner considers it necessary in the interests of organized sport, he may order any amateur boxing contest or exhibition to be stopped and every person holding, officiating at or taking part in the contest or exhibition shall obey the order. O. Reg. 26/67, s. 15.



## RULES

16.—(1) A boxer who enters an amateur boxing contest or exhibition shall weigh in not sooner than six hours or later than one hour before the contest or exhibition begins, but during this period he may weigh in more than once.

(2) The boxer shall weigh in in boxing attire without gloves or in the nude.

(3) Where a competition lasts more than one day, boxers who have not been eliminated shall weigh in once only on each day after the first day. O. Reg. 26/67, s. 16.

17.—(1) A boxer in an amateur boxing contest or exhibition shall take a medical examination conducted by a legally qualified medical practitioner at the time of the weighing-in.

(2) A boxer in a competition shall take a medical examination conducted by a legally qualified medical practitioner each day of the competition at the time of the weighing-in.

(3) Where the boxer is unable to pass the examination, he shall not take part in the contest, exhibition or competition. O. Reg. 26/67, s. 17.

18.—(1) The medical practitioner conducting the examination under section 17 or a substitute appointed by the Commissioner shall be in attendance at the contest, exhibition or competition.

(2) The medical practitioner shall not enter the ring unless the referee requests him to do so. O. Reg. 26/67, s. 18.

19.—(1) Where there are more than four boxers in a competition, the draw shall be so arranged that the number of boxers remaining after the first series is four or a multiple thereof.

(2) Boxers shall each draw a number by lot at the time of the weighing-in, and the byes shall be the high numbers.

(3) Boxers drawing byes shall not take part in the first series.

(4) Boxers drawing byes shall take part in the second series before those who have taken part in the first series.

(5) There shall be only one draw and each boxer shall retain his number until the end of the competition. O. Reg. 26/67, s. 19.

20. A boxer in a competition shall not take part in more than three bouts a day. O. Reg. 26/67, s. 20.

21.—(1) A boxer may have one or two seconds.

(2) Where a boxer has two seconds, he shall designate one as chief second and the other as assistant second.

(3) The chief second is responsible for the conduct of the assistant second.

(4) A boxer is responsible for the conduct of his seconds. O. Reg. 26/67, s. 21.

22. Subject to subsection 1 of section 25 no person other than a second shall be in a boxer's corner between rounds. O. Reg. 26/67, s. 22.

23. A second shall,

(a) wear a clean white jersey, sweater or shirt; and

(b) during a round remain seated and silent outside the ropes and the apron but near the corner of his charge. O. Reg. 26/67, s. 23.

24.—(1) The chief second shall not enter the ring until the bell or gong indicates the end of a round.

(2) When the chief time-keeper's whistle sounds, the seconds shall leave the ring and its apron and take with them their buckets, stools and equipment. O. Reg. 26/67, s. 24.

25.—(1) Between rounds the chief second may,

(a) enter the ring and attend his charge; and

(b) request the referee to,

(i) visit his corner to discuss any point relevant to the bout,

(ii) comment on any injury to his charge,

(iii) have the medical practitioner in attendance examine his charge, or

(iv) stop the bout.

(2) Between rounds the assistant second may attend his charge but in doing so shall remain outside the ropes on the apron of the ring.

(3) Notwithstanding clause *a* of section 26, the chief second may instruct the referee to stop the bout and concede defeat for his boxer at any time. O. Reg. 26/67, s. 25.

26. During a round a second shall not,

(a) interfere in any way with the progress of the bout;

(b) give any advice, assistance or encouragement to his charge; or



- (c) throw anything into the ring,

and, if he does so, his charge may be warned or disqualified by the referee. O. Reg. 26/67, s. 26.

**27.** Where a second violates any of the provisions of sections 16 to 48, the referee may order him to leave the ring or the premises where the bout is being held, and may direct that he cease to act as a second during that bout. O. Reg. 26/67, s. 27.

**28.—(1)** A boxer shall be on the premises where the contest or exhibition is to be held at least one hour before the time scheduled for the commencement of the bout in which he is taking part.

(2) Where a boxer does not comply with subsection 1, the Commissioner may disqualify him. O. Reg. 26/67, s. 28.

**29.—(1)** Subject to subsection 2, no boxer shall use grease or vaseline or any substance that might handicap or injure his opponent.

(2) A boxer may use a light application of grease or vaseline on his eyebrows and the bridge of his nose and behind his ears. O. Reg. 26/67, s. 29.

**30.—(1)** There shall be a chief time-keeper and a knock-down time-keeper, each equipped with a stop-watch.

- (2) The chief time-keeper shall,

(a) sit immediately outside the ring close to a bell or gong;

(b) have a whistle that can be heard distinctly by the boxers;

(c) ten seconds before the end of each interval between rounds, blow his whistle;

(d) at the end of ten seconds indicate the beginning of the round by ringing the bell or striking the gong but only where the seconds have left the ring and taken with them their buckets, stools and equipment;

(e) at the end of each round ring the bell or strike the gong; and

(f) where the referee orders the boxers to stop and then to box, extend the time of the round in accordance with instructions from the referee.

(3) Where a boxer is down, the knock-down time-keeper shall immediately stand up and, upon the referee calling "one", indicate aloud and by waving one arm the additional seconds as they elapse according to his stop-watch.

(4) Where a boxer is knocked out, the time-keeper shall advise the master of ceremonies of the round in which the knock-out took place and the part of the round that had elapsed. O. Reg. 26/67, s. 30.

- 31.** There shall be an examiner who shall,

(a) superintend the putting on of bandages and gloves; and

(b) examine the protection cup of each boxer to ensure it is of the proper type. O. Reg. 26/67, s. 31.

- 32.** There shall be a master of ceremonies who shall,

(a) ensure that equipment necessary for the contest or exhibition is available;

(b) take such action as is necessary to have the boxers ready for the bout in which they are to take part;

(c) at the beginning of the bout, introduce the boxers to the spectators, announce their names and weights, and the length and other particulars of the bout;

(d) before a round begins, announce or otherwise indicate to the spectators the number of that round;

(e) at the end of the bout,

(i) obtain first the stub of the referee's score-card and then the stubs of the judges' score-cards, and

(ii) announce the result of the bout; and

(f) make no other announcements except those authorized or directed by the Commissioner. O. Reg. 26/67, s. 32.

**33.—(1)** There shall be a referee and two or three judges for a bout.

(2) The judges shall be seated outside the ring, each on a different side thereof and at least six feet from the spectators.

(3) The referee and judges shall be neutral and function independently of each other. O. Reg. 26/67, s. 33.

**34.** Before a bout begins the referee shall ascertain the names of the chief seconds, call the boxers and their chief seconds to the centre of the ring, issue instructions as to the conduct of the bout and direct the boxers to return to their corners and upon the time-keeper's signal to go to the centre of the ring, touch gloves and begin the bout. O. Reg. 26/67, s. 34.

**35.—**(1) During a round the boxers and referee shall be the only persons permitted in the ring.

(2) The referee shall,

- (a) require the boxers and their seconds to observe the provisions of sections 16 to 48; and
- (b) warn or disqualify a boxer or his second who violates any provision of sections 16 to 48.

(3) The referee shall use three words of command to boxers, as follows:

- 1. To stop the bout, "stop".
- 2. To instruct them to continue, "box".
- 3. When breaking a clinch, "break".

(4) Upon the command "break" the boxers shall step back one full pace before continuing to box. O. Reg. 26/67, s. 35.

**36.—**(1) The result of a bout shall be determined by the referee and two judges, or by three judges.

(2) A judge, or a referee acting as a judge, shall,

- (a) determine the winner and loser of each round by a system of points scored in accordance with section 41;
- (b) immediately a round is completed, record on a score-card the points awarded each boxer in that round;
- (c) when the bout ends, total the number of points awarded each boxer and on the stub of the score-card write the name of the boxer to whom he has awarded the greater number of points;
- (d) sign the score-card and stub, and hand the stub to the master of ceremonies; and
- (e) within twenty-four hours after the bout, transmit his score-card to the Commissioner. O. Reg. 26/67, s. 36.

**37.—**(1) A boxer may win a bout,

- (a) by a knock-out;
- (b) by an accident to his opponent;
- (c) through the disqualification of his opponent; or
- (d) on points.

(2) In competitions a winner shall be declared in every bout. O. Reg. 26/67, s. 37.

**38.** Subject to section 39, when a boxer,

(a) touches the floor of the ring for ten seconds or more with any part of his body other than his feet;

(b) hangs unconscious on the ropes; or

(c) in the opinion of the referee, is at any time incapable of continuing or is outclassed, he shall be deemed to be knocked out. O. Reg. 26/67, s. 38.

**39.—**(1) Where in the opinion of the referee a boxer is incapable of continuing the bout because of a cut near the eye, the referee shall,

(a) stop the bout; and

(b) if the cut was,

(i) caused by a blow, award the decision to the boxer delivering the blow,

(ii) caused by an intentional butt, award the decision to the injured boxer after disqualifying his opponent, or

(iii) accidental, subject to subsection 2, declare the bout a draw.

(2) Where the bout is in a competition and in the opinion of the referee a boxer is incapable of continuing because of an accidental cut near the eye, the referee shall stop the bout and award the decision to the boxer with the greater number of points. O. Reg. 26/67, s. 39.

**40.—**(1) A boxer shall be deemed to be down when he,

(a) touches the floor of the ring with any part of his body other than his feet;

(b) is hanging over the ropes in a helpless manner and the referee so indicates and begins to count; or

(c) is knocked through the ropes but not off the ring apron.

(2) When a boxer is down, his opponent shall at once go to a neutral corner, and thereupon the referee shall call aloud at one-second intervals "one", "two", "three", "four", "five", "six", "seven", "eight", "nine", "out", as the knock-down time-keeper indicates the seconds as they elapse.

(3) Where a boxer is knocked down, he shall not rise before the count of eight.

(4) Where the boxer rises before the referee calls "out", the referee shall stop counting, call aloud "box" and thereupon the bout shall continue.



(5) Where a boxer is down and his opponent leaves the neutral corner while the referee is counting, the referee shall stop counting and resume where he left off when the opponent is again in the neutral corner.

(6) Where a boxer who has been down rises before the referee calls "out", but falls without again being hit by his opponent, the referee shall resume counting where he left off.

(7) Where the boxers go down at the same time, the referee shall continue to count until both of them rise or until he calls "out", whichever happens sooner.

(8) When the boxers are both counted out, the referee shall stop the bout and the decision shall be given in accordance with the points awarded before the count began.

(9) Where a boxer fails to resume the bout immediately after the interval between rounds, the referee shall count as if the boxer were down.

(10) Where a boxer is knocked down and while the referee is counting the bell or gong indicates the end of the round, the referee shall,

- (a) stop counting where the round is the last round of the bout; or
- (b) continue to count, where the round is not the last round of the bout, until he calls "out" or the boxer rises, whichever happens sooner.

(11) Where a boxer is knocked through the ropes and out of the ring, he shall be given eighteen seconds to re-enter the ring. O. Reg. 26/67, s. 40.

41.—(1) At the end of a round, the boxer making the better showing shall receive five points and his opponent shall receive fewer than five points, the number to be determined by his showing.

(2) Where a round is even, each boxer shall receive five points.

(3) Where, at the end of a bout in a competition, the boxers have an equal number of points, the decision shall be given to the boxer who has been the aggressor or who has shown the better style.

(4) In awarding points the referee and judges shall take into consideration,

- (a) the number of correct hits landed in accordance with section 42;
- (b) a defence that prevents blows from landing and the attack of the opponent from being successful; and

(c) aggressiveness and tactics.

(5) Where the referee warns a boxer for a foul, the referee and judges shall award points to the other boxer. O. Reg. 26/67, s. 41.

42.—(1) The judges, and the referee when acting as a judge, shall award points for a direct hit with the knuckle part of the closed glove on any part of the front or side of the head or body above the belt.

(2) No points shall be awarded for blows landing on the arms of an opponent. O. Reg. 26/67, s. 42.

43.—(1) In sections 16 to 48, "foul" means,

- (a) holding or hitting below the belt;
- (b) tripping, kicking or butting;
- (c) hitting with the head, shoulder, forearm or elbow;
- (d) choking;
- (e) pressing an arm or elbow in the face of the opponent;
- (f) pressing the head of the opponent back over the ropes;
- (g) hitting with an open glove or the inside of a glove;
- (h) hitting with a wrist or the side of a hand;
- (i) a back-hand blow;
- (j) a blow landing on the neck or back of the opponent;
- (k) a kidney punch;
- (l) a pivot blow;
- (m) attacking when holding or using the ropes in any manner;
- (n) wrestling, lying on or throwing in the clinch;
- (o) attacking an opponent who is down;
- (p) clinching, holding or locking of the opponent's arm or head;
- (q) holding and hitting, pulling and hitting, or hitting on the break;
- (r) ducking below the belt of the opponent;
- (s) completely passive defence by covering up and intentionally failing to avoid a blow; or
- (t) rebuking an opponent, or aggressive or offensive utterances during the round.



(2) When a boxer states he has been fouled and that he is unable to continue, the referee shall stop the bout and disqualify the other boxer,

- (a) if he has seen the foul committed; and
- (b) if in his opinion the boxer is unable to continue because of the foul. O. Reg. 26/67, s. 43.

44.—(1) Where a boxer,

- (a) does not obey the instructions of the referee;
- (b) violates any provision of sections 16 to 48;
- (c) acts in an unsportsmanlike manner; or
- (d) commits a foul,

the referee may warn or disqualify him.

(2) Where after receiving two warnings a boxer violates subsection 1, the referee shall thereupon disqualify him. O. Reg. 26/67, s. 44.

45. Subject to section 46, the decision,

- (a) of the judges; or
- (b) of the judges and the referee when acting as a judge,

as to the winner of a bout is final. O. Reg. 26/67, s. 45.

46.—(1) An appeal against a decision may be made by a boxer only on the grounds that the score-sheets have been added incorrectly or that there has been an incorrect announcement of the result of the bout.

(2) The appeal shall be made to the Commissioner no more than twenty-four hours after the bout ends.

(3) The decision of the Commissioner is final. O. Reg. 26/67, s. 46.

47. When the bell or gong indicates the end of the bout, the boxers shall,

- (a) immediately return to their corners and await the announcement of the result of the bout; and
- (b) when the announcement is given, shake hands. O. Reg. 26/67, s. 47.

48. A boxer who has been knocked out during a bout shall be suspended from boxing for thirty days after the bout. O. Reg. 26/67, s. 48.

## EQUIPMENT

49. There shall be a ring not less than sixteen feet square or more than twenty feet square. O. Reg. 26/67, s. 49.

50.—(1) The floor of the ring shall,

- (a) extend beyond the ropes at least eighteen inches; and
- (b) be padded with felt or other soft material at least one and one-half inches thick and covered with canvas.

(2) The portion of the floor of the ring outside the ropes is called the "apron". O. Reg. 26/67, s. 50.

51.—(1) There shall be three ropes each at least three-quarters of an inch in diameter, and fixed securely to posts at each corner of the ring.

(2) One of the posts shall be red and the post diagonally opposite it shall be blue.

(3) The ropes shall be two, three and four feet, respectively, above the floor of the ring. O. Reg. 26/67, s. 51.

52.—(1) There shall be a bell or gong of sufficient volume that when rung or sounded it can be heard distinctly by the boxers and officials.

(2) Where a gong is used, it shall be attached securely to the ring or to some other suitable object close at hand. O. Reg. 26/67, s. 52.

53.—(1) A boxer shall wear gloves each weighing at least ten ounces.

(2) The padding of gloves shall be unbroken.

(3) The laces shall be tied on the outside of the back of the wrist of the gloves. O. Reg. 26/67, s. 53.

54.—(1) A boxer may wrap on each hand not more than eight feet of soft cloth bandage not more than two inches wide.

(2) The boxer may use a sufficient amount of surgeon's adhesive tape to hold the bandage in place.

(3) The adhesive tape shall not be applied across the knuckles or be more than one inch wide. O. Reg. 26/67, s. 54.

55.—(1) A boxer may wear gum-shields.

(2) A boxer shall wear a protection cup. O. Reg. 26/67, s. 55.

56.—(1) A boxer shall wear,

(a) clean, neat trunks, other than tights, extending from a point not above the navel to a point not higher than half-way between the knees and the crotch; and

(b) shoes of soft material and without heels, cleats, spikes or hard soles.

(2) The trunks of opposing boxers shall be of contrasting colours. O. Reg. 26/67, s. 56.

**57.** The person holding the contest or exhibition shall provide boxers with resin suitable for application to their shoes. O. Reg. 26/67, s. 57.

## PART II

### PROFESSIONAL BOXING

**58.** This Part applies to professional boxing contests and exhibitions. O. Reg. 26/67, s. 58.

**59.** The weight-classes in professional boxing contests and exhibitions are,

(a) fly-weight of not more than 112 pounds;

(b) bantam-weight of from 113 to 118 pounds, both inclusive;

(c) feather-weight of from 119 to 126 pounds, both inclusive;

(d) light-weight of from 127 to 135 pounds, both inclusive;

(e) welter-weight of from 136 to 147 pounds, both inclusive;

(f) middle-weight of from 148 to 160 pounds, both inclusive;

(g) light heavy-weight of from 161 to 175 pounds, both inclusive; and

(h) heavy-weight of over 175 pounds. O. Reg. 26/67, s. 59.

**60.—(1)** A person eighteen years of age or under shall not take part in a professional boxing contest or exhibition.

(2) A person nineteen years of age shall not take part in a professional boxing contest or exhibition of more than eight three-minute rounds.

(3) Except with the approval of the Commissioner, a person twenty years of age or over shall not take part in a professional boxing contest or exhibition of more than ten three-minute rounds.

(4) There shall be a one-minute interval between rounds. O. Reg. 26/67, s. 60.

**61.** Except under a licence in Form 8 or Form 9, no person shall hold a professional boxing contest or exhibition. O. Reg. 26/67, s. 61.

**62.** A licence in Form 8 shall be issued for the holding of professional boxing contests and exhibitions in a city having a population of at least 500,000 according to the last revised assessment roll and,

(a) is valid only in the city specified in the licence;

(b) shall be known as a Professional Boxing Licence Class 1; and

(c) expires with the 31st day of March next following the date of issue. O. Reg. 26/67, s. 62.

**63.—(1)** An application for a Professional Boxing Licence Class 1 shall be made to the Commissioner in Form 10 on or before the 31st day of March in the year for which the application is made.

(2) The fee for the licence is \$500. O. Reg. 26/67, s. 63.

**64.** Where more than one Professional Boxing Licence Class 1 is issued for the same city, the Commissioner may require the licensees to furnish him with a list setting forth the dates when and places where they propose holding professional boxing contests and exhibitions. O. Reg. 26/67, s. 64.

**65.—(1)** A licence in Form 9 shall be issued for the holding of a professional boxing contest or exhibition in a municipality having a population under 500,000 according to the last revised assessment roll, and,

(a) is valid only for the contest or exhibition specified in the licence; and

(b) shall be known as a Professional Boxing Licence Class 2.

(2) The fee for the licence is \$5. O. Reg. 26/67, s. 65.

**66.—(1)** Except under a licence in Form 11, no person shall take part in a professional boxing contest or exhibition.

(2) An application for the licence shall be in Form 12.

(3) The fee for the licence is \$5.

(4) The licence expires with the 31st day of March next following the date of issue.

(5) No person who is a resident of Ontario shall be granted a licence in Form 11 unless at the time of his original application for the licence he undergoes an electroencephalographic examination.



(6) The Commissioner may require any applicant for a licence in Form 11 to undergo an electroencephalographic examination.

(7) A person who is resident outside Ontario shall not be granted a licence in Form 11 unless at the time of his original application for the licence he presents a subsisting licence issued by the jurisdiction in which he resides that entitles him to box in that jurisdiction. O. Reg. 26/67, s. 66, *revised*.

**67.**—(1) Except under a licence in Form 13, no person shall manage a professional boxer.

(2) A licence in Form 13 shall not be issued to a person holding a licence in Form 8 or Form 9.

(3) The fee for a licence in Form 13 is \$5 and the licence expires with the 31st day of March next following the date of issue. O. Reg. 26/67, s. 67.

**68.**—(1) A contract between a professional boxer and his manager shall be in Form 14.

(2) A contract between a professional boxer and a person holding a professional boxing contest or exhibition shall be in Form 15.

(3) Contracts shall be read and construed in accordance with the Act and this Regulation and are subject to the provisions of each of them. O. Reg. 26/67, s. 68.

**69.**—(1) Except under a licence in Form 16, no person shall referee a professional boxing contest or exhibition.

(2) The fee for the licence is \$2 for each professional boxing contest or exhibition.

(3) No person shall be granted a licence in Form 16 unless he passes a medical examination conducted by a legally qualified medical practitioner. O. Reg. 26/67, s. 69.

**70.**—(1) Subject to subsection 4, no person shall act as a second at a professional boxing contest or exhibition except under a licence in Form 17.

(2) The fee for the licence is \$2.

(3) The licence expires with the 31st day of March next following the date of issue.

(4) Where a person holds a licence in Form 13, he may, without holding a licence under subsection 1, act as a second at any professional boxing contest or exhibition in which a boxer managed by him takes part. O. Reg. 26/67, s. 70.

**71.**—(1) A person holding a professional boxing contest or exhibition shall,

(a) at least seven days before the date of the contest or exhibition deposit with the Commissioner security in an amount equal to the total of,

(i) the purses or other remuneration to be paid boxers and, where one or more boxers are to be paid a percentage of the gross receipts, the estimated amount thereof, and

(ii) the fees payable to officials appointed for the contest or exhibition;

(b) at least seven days before the date of the contest or exhibition transmit to the Commissioner contracts of the boxers in the main bout, in Form 14 and Form 15; and

(c) at least three days before the date of the contest or exhibition transmit to the Commissioner contracts of the boxers in the other bouts, in Form 14 and Form 15.

(2) The security shall be in the form of,

(a) money; or

(b) direct or guaranteed securities of the Government of Canada or Ontario, payable to bearer.

(3) Where the person holding the contest or exhibition does not make the payments referred to in subclauses i and ii of clause a of subsection 1 within ten days after the contest or exhibition, the security is forfeited.

(4) Where the security is forfeited and is not in the form of money, the Commissioner shall sell the security within ten days of the forfeiture.

(5) Where the security is forfeited, or forfeited and sold, the Commissioner shall,

(a) use part or all of it to make the payments referred to in subclauses i and ii of clause a of subsection 1; and

(b) refund any balance to the holder of the licence. O. Reg. 26/67, s. 71.

**72.**—(1) A person holding a professional boxing contest or exhibition shall,

(a) furnish the equipment required under this Regulation;

(b) furnish each boxer with a stool, bucket, bandages and a pair of boxing gloves;

(c) provide proper facilities for making announcements that can be heard or seen clearly by the spectators;



- (d) provide a separate room for use only by the Commissioner, referees and judges;
- (e) ensure that the contest or exhibition is begun at the time advertised and conducted throughout in an orderly manner and without unnecessary delay; and
- (f) make a report in Form 18 to the Commissioner not later than ten days after the contest or exhibition is held.

(2) A person holding a professional boxing contest or exhibition may pay a boxer his expenses but shall not pay the boxer for his services until after the contest or exhibition. O. Reg. 26/67, s. 72, revised.

**73.**—(1) Where the Commissioner fines a boxer, the person holding the professional boxing contest or exhibition shall,

- (a) retain the amount of the fine out of the purse or other remuneration of the boxer; and
- (b) be deemed to be a person who has received money for the Crown and for which he is accountable within the meaning of *The Financial Administration Act*.

(2) The boxer has no claim for the amount retained under subsection 1. O. Reg. 26/67, s. 73.

**74.** A person shall not have any financial interest in a boxer taking part in a professional boxing contest or exhibition held on premises owned or leased by that person or in which he is otherwise interested. O. Reg. 26/67, s. 74.

**75.** No person shall advertise a professional boxing contest or exhibition unless the contracts of the boxers taking part in the main bout, in Form 14 and Form 15, have been approved by the Commissioner. O. Reg. 26/67, s. 75.

**76.**—(1) A boxer under contract to take part in a professional boxing contest or exhibition shall weigh in, in the nude, at 2 o'clock in the afternoon on the day of the contest or exhibition at a place designated by the Commissioner.

(2) Where, after the weighing-in, the contest or exhibition is postponed more than twenty-four hours, the boxer shall again weigh in on the day of the contest or exhibition.

(3) Where the boxer is overweight, he shall be allowed an hour to bring himself within the weight required by his contract.

(4) Where the boxer remains overweight, the Commissioner shall direct the contest or exhibition to be held unless he considers the difference in weight between the boxers to be too great for a fair contest or proper exhibition. O. Reg. 26/67, s. 76.

**77.**—(1) Subject to subsection 4, a boxer under contract to take part in a professional boxing contest or exhibition shall take a medical examination immediately after the weighing-in.

(2) Where the contest or exhibition is postponed more than twenty-four hours, the boxer shall take a medical examination on the day of the contest or exhibition.

(3) Where the boxer is unable to pass the examination or is under the influence of drugs or of liquor as defined in *The Liquor Control Act*, he shall not take part in the contest or exhibition.

(4) Where a Professional Boxing Licence Class 1 has been issued, a contestant in the main bout shall take an additional medical examination not more than six days and not less than three days before the scheduled bout.

(5) Where the contestant is unable to pass the examination, he shall not take part in the professional boxing contest or exhibition.

(6) A medical examination required by this section shall be conducted by a legally qualified medical practitioner appointed by the Commissioner. O. Reg. 26/67, s. 77.

**78.**—(1) The medical practitioner conducting the examination under section 77 or a substitute appointed by the Commissioner shall be in attendance at the contest or exhibition.

(2) The medical practitioner shall not enter the ring unless the referee requests him to do so. O. Reg. 26/67, s. 78.

**79.** Where a boxer under contract to take part in a professional boxing contest or exhibition does not make the weight required under the contract, his opponent is entitled to the weight forfeit set out in the contract. O. Reg. 26/67, s. 79.

**80.** Where a boxer under contract to take part in a professional boxing contest or exhibition,

- (a) fails to pass his medical examination;
- (b) does not appear for his bout; or
- (c) appears for his bout but, in the opinion of the medical practitioner, is not in a proper physical or mental condition to take part therein,

he is not entitled to any purse or other remuneration, or expenses not already paid to him. O. Reg. 26/67, s. 80.

**81.**—(1) Where a boxer is unable or refuses to take part in a professional boxing contest or exhibition in accordance with the terms of his contract, the person holding the contest or exhibition shall notify the Commissioner forthwith.

(2) At the request of the person holding the professional boxing contest or exhibition, the Commissioner may permit a boxer to substitute for the boxer unable or refusing to take part. O. Reg. 26/67, s. 81.

**82.**—(1) Where a boxer is unable or refuses to take part in a professional boxing contest or exhibition, his opponent shall take part against any substitute permitted by the Commissioner.

(2) The substitute shall take a medical examination conducted by a legally qualified medical practitioner appointed by the Commissioner.

(3) The Commissioner shall determine the time and place of the examination. O. Reg. 26/67, s. 82.

**83.**—(1) Where a boxer under contract to take part in a professional boxing contest or exhibition fails to take part therein, and no substitute is obtained for him, his opponent is entitled to,

- (a) the appearance forfeit; and
- (b) his expenses for travelling to and from and in training for the contest or exhibition, to be paid by the person holding the contest or exhibition.

(2) When there is a dispute as to the expenses, the parties shall refer the matter to the Commissioner for settlement and his decision is final.

(3) When a boxer under contract to take part in a professional boxing contest or exhibition fails to take part therein and a substitute is obtained, his opponent is entitled to the purse, or other remuneration specified in the contract, and the person holding the contest or exhibition is entitled to the appearance forfeit of the boxer who failed to take part. O. Reg. 26/67, s. 83.

**84.** Where,

- (a) a boxer is under contract to take part in a professional boxing contest or exhibition and before it is held takes part in another contest or exhibition; and
- (b) the Commissioner, after an investigation, is of the opinion that the boxer has thereby lessened his value or efficiency for the contest or exhibition specified in the contract,

the Commissioner may void the contract by endorsing thereon "This contract is void". O. Reg. 26/67, s. 84.

#### RULES

**85.**—(1) A boxer may have one or two seconds.

(2) Where a boxer has two seconds, he shall designate one of them as chief second and the other as assistant second.

(3) The chief second is responsible for the conduct of the assistant second.

(4) A boxer is responsible for the conduct of his seconds.

(5) Subject to subsection 1 of section 88, no person other than a second shall be in a boxer's corner between rounds. O. Reg. 26/67, s. 85.

**86.** A second shall,

- (a) wear a clean white jersey, sweater or shirt; and
- (b) during a round remain seated and silent outside the ropes and the apron but near the corner of his charge. O. Reg. 26/67, s. 86.

**87.**—(1) The chief second shall not enter the ring until the bell or gong indicates the end of a round.

(2) When the chief time-keeper's whistle sounds, the seconds shall leave the ring, and take with them their buckets, stools and equipment. O. Reg. 26/67, s. 87.

**88.**—(1) Between rounds the chief second may request the referee to,

- (a) visit his corner to discuss any point relevant to the bout;
- (b) comment on any injury to his charge;
- (c) have the medical practitioner in attendance examine his charge; or
- (d) stop the bout.

(2) Between rounds the assistant second may attend his charge but in doing so he shall remain outside the ropes on the apron of the ring. O. Reg. 26/67, s. 88.

**89.** During a round a second shall not,

- (a) interfere in any way with the progress of the bout;
- (b) give any advice, assistance or encouragement to his charge; or
- (c) throw anything into the ring.

and if he does his charge may be warned or disqualified by the referee. O. Reg. 26/67, s. 89.

**90.** Where a second violates a rule, the referee may order his removal from the ring or from the premises on which the bout is being held and may direct that he cease to act as a second during that bout. O. Reg. 26/67, s. 90.



**91.**—(1) A boxer shall be on the premises on which the contest or exhibition is to be held at least two hours before the time scheduled for the commencement of the bout in which he is taking part.

(2) Where the boxer does not comply with subsection 1, the Commissioner may disqualify him. O. Reg. 26/67, s. 91.

**92.**—(1) Subject to subsection 2, no boxer shall use grease or vaseline or any slippery substance that might handicap or injure his opponent.

(2) A boxer may use a light application of grease or vaseline on his eyebrows and the bridge of his nose and behind his ears. O. Reg. 26/67, s. 92.

**93.**—(1) No boxer shall,

- (a) take part in more than one contest or exhibition on the same day; or
- (b) take part in a contest of ten or more three-minute rounds within four days of his last contest.

(2) Where a boxer takes part in a contest or exhibition of fewer than ten three-minute rounds, he shall not take part in any other contest or exhibition for three days.

(3) A boxer who has been knocked out during a bout shall be suspended from boxing for thirty days after the bout. O. Reg. 26/67, s. 93.

**94.**—(1) The following are major fouls:

- 1. Hitting below the belt.
- 2. Hitting an opponent who is down or rising from a down.
- 3. Butting with the head or shoulder.
- 4. Kicking, tripping, hacking or gouging.
- 5. Striking on or over the kidneys or on the back of the neck.
- 6. Striking a pivot blow or half-pivot blow.
- 7. Any physical action, other than fair boxing, that might injure an opponent.

(2) Disobeying the referee shall be deemed to be a major foul.

(3) The following are minor fouls:

- 1. Holding or maintaining a clinch.
- 2. Hitting while only one arm is free.
- 3. Hitting or scraping with the inside of the glove, wrist or elbow.

4. Hitting or flicking with an open glove.

5. Purposely going down without being hit. O. Reg. 26/67, s. 94.

**95.**—(1) A boxer shall be deemed to be down when he,

- (a) touches the floor of the ring with any part of his body other than this feet;
- (b) is hanging over the ropes in a helpless manner, and when the referee so indicates and begins the count; or
- (c) is rising from a down position.

(2) When a boxer is down, his opponent shall at once go to a neutral corner and thereupon the referee shall call aloud at one-second intervals "one", "two", "three", "four", "five", "six", "seven", "eight", "nine", "out", as the knock-down time-keeper indicates the seconds as they elapse.

(3) Where a boxer is knocked down, he shall not rise before the count of eight.

(4) When the referee calls "out", he shall raise his hands over his head and declare the boxer in the neutral corner to be the winner by a knock-out.

(5) Where a boxer is down and his opponent leaves the neutral corner while the referee is counting, the referee shall stop counting and resume where he left off only when the opponent is again in the neutral corner.

(6) Where a boxer who has been knocked down or through the ropes rises before the referee calls "out", but falls without again being hit by his opponent, the referee shall resume counting where he left off.

(7) Where the boxers go down at the same time, the referee shall continue to count until both of them get up or until he calls "out", whichever happens sooner.

(8) When the boxers are both counted out, the referee shall stop the bout and the decision shall be given in accordance with the points awarded before the count began.

(9) Where a boxer fails to resume boxing immediately after the interval between rounds, the referee shall count as if the boxer were down.

(10) Where a boxer is knocked down and while the referee is counting the bell or gong indicates the end of the round, the referee shall,

- (a) stop counting where the round is the last round of the bout; or
- (b) continue to count, where the round is not the last round of the bout, until he calls "out" or the boxer rises, whichever happens sooner.



(11) Where a boxer is knocked through the ropes and out of the ring, he shall be given eighteen seconds to re-enter the ring. *New.* O. Reg. 26/67, s. 95.

96. Where a boxer is down through accident or weakness, he shall rise immediately, but, where he is knocked down, he shall not rise before the count of eight. O. Reg. 26/67, s. 96.

97. Where a boxer,

- (a) touches the floor of the ring for ten seconds or more with any part of his body other than his feet;
- (b) hangs unconscious on the ropes; or
- (c) in the opinion of the referee is at any time incapable of continuing or is outclassed,

he shall be deemed to be knocked out. O. Reg. 26/67, s. 97.

98. Where, in the opinion of the referee, a boxer is incapable of continuing the bout because of a cut near the eye, the referee shall,

- (a) stop the bout; and
  - (b) if the cut was,
    - (i) caused by a blow, award the decision to the boxer delivering the blow,
    - (ii) caused by an intentional butt, award the decision to the injured boxer after disqualifying his opponent, or
    - (iii) accidental, declare the bout a draw.
- O. Reg. 26/67, s. 98.

99.—(1) There shall be a chief timekeeper and knock-down timekeeper, each equipped with a stop-watch.

(2) The chief timekeeper shall,

- (a) sit outside the ring close to a bell or gong;
- (b) have a whistle that can be heard clearly by the boxers;
- (c) ten seconds before the end of each interval between rounds blow his whistle;
- (d) at the end of ten seconds indicate the beginning of the round by ringing the bell or striking the gong but only where the seconds have left the ring and taken with them their buckets, stools and equipment; and
- (e) at the end of each round ring the bell or strike the gong.

(3) Where a boxer is down, the knock-down timekeeper shall immediately stand up and, upon the referee calling "one" indicate aloud and by waving one arm the additional seconds as they elapse according to his stop-watch.

(4) Where a boxer is knocked out, the timekeeper shall advise the master of ceremonies of the round in which the knock-out took place and the part of the round that has elapsed. O. Reg. 26/67, s. 99.

100. There shall be an examiner who shall,

- (a) superintend the putting-on of bandages and gloves; and
- (b) examine the protection cup of each boxer to ensure it is of the proper type. O. Reg. 26/67, s. 100.

101. There shall be a master of ceremonies who shall,

- (a) ensure that equipment necessary for the contest or exhibition is available;
- (b) take such action as is necessary to have the boxers ready for the contest or exhibition in which they are to take part;
- (c) at the beginning of the contest or exhibition, introduce the boxers to the spectators, announce their names and weights, and the length and other particulars of the contest or exhibition;
- (d) before a round begins, announce or otherwise indicate to the spectators the number of that round;
- (e) at the end of the bout,
  - (i) obtain first the slip of the referee and then the slips of the judges, and
  - (ii) announce the result of the bout;
- (f) make no other announcements except those authorized or directed by the Commissioner; and
- (g) transmit the slips to the Commissioner forthwith. O. Reg. 26/67, s. 101.

102.—(1) There shall be two judges seated outside the ring on opposite sides thereof and at least six feet from the spectators.

(2) A judge shall,

- (a) determine the winner and loser of each round by a system of points scored in accordance with section 103;

(b) record on a score-sheet points awarded boxers in each round;

(c) at the end of the contest, total the number of points awarded each boxer and on a slip of paper write,

(i) the name of the boxer awarded the greater number of points, or

(ii) the word "draw" where each boxer has been awarded the same number of points,

and hand the slip to the master of ceremonies; and

(d) within twenty-four hours after the contest, transmit the score-sheet to the Commissioner.

(3) Where the judges are agreed upon a winner, their decision is final.

(4) Where the judges name different winners, or one judge names a winner and the other calls the bout a draw, the referee shall determine the result of the contest. O. Reg. 26/67, s. 102.

**103.—(1)** The winner of a round shall be awarded five points and the loser the number of points to which he is entitled in accordance with subsections 3 and 4.

(2) Where a round is even, each boxer shall be awarded five points.

(3) A boxer shall be given credit for,

(a) clean, forceful blows on any part of his opponent's head or on the front of his opponent's body above the belt, according to the damaging effect of the blows;

(b) aggressiveness;

(c) forcing the fight with skilful attack;

(d) cleverness in avoiding or blocking blows;

(e) cleverness in preventing his opponent from landing a blow;

(f) ring generalship, including the ability to take advantage of opportunities to cope with situations as they arise, to foresee and neutralize his opponent's method of attack and to force his opponent to adopt a style at which he is not skilful or which is to his disadvantage;

(g) the art of boxing as distinct from mere fighting; and

(h) sportsmanship in the ring, including adherence to the spirit of the provisions of sections 85 to 111 and refraining from taking any unfair advantage of his opponent.

(4) A boxer shall have points deducted for,

(a) persistently delaying a contest by clinching, holding, or lacking in aggressiveness; and

(b) committing an intentional or unintentional foul not sufficiently serious to warrant his disqualification. O. Reg. 26/67, s. 103.

**104.** Before a contest or exhibition begins the referee shall,

(a) ascertain the names of the chief seconds; and

(b) call the boxers and seconds to the centre of the ring and give instructions for the conduct of the contest or exhibition. O. Reg. 26/67, s. 104.

**105.—(1)** During a round the referee and boxers shall be the only persons in the ring.

(2) Where a person violates subsection 1, the referee may, if he has reason to believe the person is connected in any way with one of the boxers, disqualify that boxer. O. Reg. 26/67, s. 105, *revised*.

**106.** The referee shall,

(a) inspect the gloves, faces and bodies of the boxers in the ring, and subject to subsection 2 of section 92, take precautions to prevent a boxer from using grease or other substance that might handicap his opponent or result in an unfair advantage;

(b) determine the winner and loser of each round by a system of points scored in accordance with section 103;

(c) record on a score-sheet points awarded boxers in each round;

(d) at the end of the contest, total the number of points awarded each boxer and on a slip of paper write,

(i) the name of the boxer awarded the greater number of points, or

(ii) the word "draw" where each boxer has been awarded the same number of points,

and hand the slip to the master of ceremonies;



- (e) stop a contest or exhibition if he considers the boxers so unevenly matched that the contest or exhibition is not a fair one and award the decision to the boxer who is leading;
- (f) stop a contest or exhibition if he considers it advisable because of the condition of a boxer; and
- (g) within twenty-four hours after the contest or exhibition transmit the score-sheet to the Commissioner. O. Reg. 26/67, s. 106.

**107.**—(1) Where a boxer commits a major foul, the referee shall stop the bout and disqualify him if he is of the opinion that the other boxer, because of the foul, is unable to continue or is unable to resume the contest or exhibition after what the referee considers a reasonable length of time.

(2) Where the boxer is disqualified under subsection 1, the referee shall award the decision to the other boxer. O. Reg. 26/67, s. 107.

**108.** The referee may consult the judges as to whether a boxer has struck the other boxer below the belt. O. Reg. 26/67, s. 108.

**109.** Subject to subsection 1 of section 107, the referee shall warn a boxer who commits a foul. O. Reg. 26/67, s. 109.

**110.**—(1) The referee may stop a contest or exhibition where he considers that,

- (a) one of the boxers is not trying to win;
- (b) one of the boxers has committed an act detrimental to boxing; or
- (c) neither boxer is trying to win.

(2) Where the contest or exhibition is stopped under clause *a* or *b* of subsection 1, the referee shall award the decision to the other boxer. O. Reg. 26/67, s. 110.

**111.** The referee shall not touch the boxers during a contest or exhibition unless they fail to separate upon his command "break". O. Reg. 26/67, s. 111.

#### EQUIPMENT

**112.**—(1) There shall be a ring at least eighteen feet square but not more than twenty-four feet square.

(2) The floor of the ring shall,

- (a) extend beyond the ropes at least eighteen inches; and
- (b) be padded with felt or other soft material at least one and one-half inches thick.

(3) The portion of the floor of the ring outside the ropes shall be called the "apron".

(4) The padding on the floor of the ring shall,

- (a) extend at least one foot beyond the ropes; and
- (b) be covered with canvas, duck or other similar material tightly stretched and laced to the floor of the ring. O. Reg. 26/67, s. 112, *revised*.

**113.** The ring shall,

- (a) be not more than four feet above the surrounding floor; and
- (b) have steps leading to it suitable for use by boxers and officials. O. Reg. 26/67, s. 113.

**114.** At each corner of the ring there shall be a wood or metal post,

- (a) at least eighteen inches from the ropes;
- (b) not more than three inches in diameter; and
- (c) extending from the floor of the ring to a height of fifty-eight inches. O. Reg. 26/67, s. 114.

**115.**—(1) There shall be three ropes each at least an inch in diameter.

(2) The ropes shall be,

- (a) eighteen, thirty-five and fifty-two inches, respectively, above the floor of the ring; and
- (b) wrapped with a soft material. O. Reg. 26/67, s. 115.

**116.**—(1) There shall be a bell or gong of sufficient volume that when rung or sounded it can be heard distinctly by the boxers and officials.

(2) Where a gong is used, it shall be attached securely to the ring or to some other suitable object close at hand. O. Reg. 26/67, s. 116.

**117.** A boxer shall wear new gloves in a main bout. O. Reg. 26/67, s. 117.

**118.**—(1) Each glove shall weigh at least eight ounces.

(2) The laces shall be tied on the outside of the back of the wrists of the gloves. O. Reg. 26/67, s. 118.

**119.**—(1) A boxer may wrap on each hand not more than six feet of soft, cloth bandage not more than two inches wide.



(2) The bandage may be held in place by surgeon's adhesive tape,

- (a) not more than one inch wide;
- (b) for heavy-weights and light heavy-weights, not more than three feet long; and
- (c) for other weights, not more than two feet long.

(3) Before a bandage is applied, a boxer may apply, to the back of each hand, surgeon's adhesive tape not more than six inches long or one inch wide.

(4) The adhesive tape shall not be applied across the knuckles. O. Reg. 26/67, s. 119.

**120.** A person who holds a professional boxing contest or exhibition shall provide,

- (a) each boxer with a water bucket and powdered resin for canvas; and
- (b) a stool for each of the chief seconds. O. Reg. 26/67, s. 120.

**121.**—(1) A boxer may wear gum-shields.

(2) A boxer shall wear a protection cup. O. Reg. 26/67, s. 121.

**122.**—(1) A boxer shall wear,

- (a) clean, neat trunks, other than tights, extending from a point not above the navel to a point not higher than half-way between the knees and the crotch; and
- (b) shoes of a soft material and without heels, cleats, spikes or hard soles.

(2) The trunks of opposing boxers shall be of contrasting colours. O. Reg. 26/67, s. 122.

**123.**—(1) No boxer shall wear clothing bearing any advertising or wording other than his name.

(2) No manager or second shall wear clothing bearing any advertising or wording other than the name of the boxer he represents. O. Reg. 26/67, s. 123.

### PART III

#### AMATEUR WRESTLING

**124.** This Part applies to amateur wrestling contests and exhibitions. O. Reg. 26/67, s. 124.

**125.** In this Part, "tournament" means a contest in which more than two wrestlers take part. O. Reg. 26/67, s. 125.

**126.** The weight-classes in amateur wrestling are,

- (a) fly-weight of not more than 114½ pounds;
- (b) bantam-weight of more than 114½ but not more than 125½ pounds;
- (c) feather-weight of more than 125½ but not more than 136½ pounds;
- (d) light-weight of more than 136½ but not more than 147½ pounds;
- (e) welter-weight of more than 147½ but not more than 160½ pounds;
- (f) middle-weight of more than 160½ but not more than 174 pounds;
- (g) light heavy-weight of more than 174 but not more than 191 pounds; and
- (h) heavy-weight of more than 191 pounds. O. Reg. 26/67, s. 126.

**127.**—(1) Except under a licence in Form 5, no person shall hold an amateur wrestling contest or exhibition.

(2) The fee for the licence is \$2.

(3) The licence is valid only for the contest or exhibition specified therein. O. Reg. 26/67, s. 127.

**128.** A person holding a licence in Form 5 shall make a report in Form 2 to the Commissioner not later than ten days after the contest or exhibition is held. O. Reg. 26/67, s. 128.

**129.**—(1) Except under a licence in Form 6, no person shall take part in an amateur wrestling contest or exhibition.

(2) No fee is payable for a licence in Form 6.

(3) The licence expires with the 31st day of March next following the date of issue. O. Reg. 26/67, s. 129.

**130.**—(1) Except under a licence in Form 7, no person shall referee an amateur wrestling contest or exhibition.

(2) No fee is payable for a licence in Form 7.

(3) The licence expires with the 31st day of March next following the date of issue. O. Reg. 26/67, s. 130.

**131.** Where the Commissioner considers it necessary in the interests of organized sport, he may order any amateur wrestling contest or exhibition to be stopped and every person holding, officiating at, or taking part in the contest or exhibition shall obey the order. O. Reg. 26/67, s. 131.

**132.**—(1) An exhibition of amateur wrestling shall consist of demonstrating the holds permitted under sections 133 to 175.

(2) No decision shall be awarded at the exhibition. O. Reg. 26/67, s. 132.

#### RULES

**133.** A wrestler may file an entry in an amateur wrestling tournament,

- (a) in his own weight-class; or
- (b) in his own weight-class and the weight-class next heavier,

but, at the time of the weighing-in, he shall declare the weight-class in which he intends to take part. O. Reg. 26/67, s. 133.

**134.**—(1) A wrestler who enters an amateur wrestling contest or exhibition shall weigh in not sooner than eight hours or later than five hours before the contest or exhibition begins but during this period he may weigh in more than once.

(2) The wrestler shall weigh in in wrestling attire or in the nude.

(3) Where a tournament lasts more than one day, wrestlers who have not been eliminated shall weigh in once only on each day after the first day. O. Reg. 26/67, s. 134.

**135.**—(1) A wrestler who enters an amateur wrestling contest or exhibition shall take a medical examination conducted by a legally qualified medical practitioner at the time of the weighing-in.

(2) A wrestler in a tournament shall take a medical examination conducted by a legally qualified medical practitioner each day of the tournament at the time of the weighing-in.

(3) Where the wrestler is unable to pass the examination, he shall not take part in the contest, exhibition or tournament. O. Reg. 26/67, s. 135.

**136.** A wrestler shall at the time he weighs in draw by lot a number to be retained by him throughout the tournament. O. Reg. 26/67, s. 136.

**137.**—(1) Where the number of wrestlers in the first round of a tournament is even, the wrestlers who hold numbers one and two, and each succeeding two wrestlers, shall be paired for that round.

(2) Where the number of wrestlers in the second round is even,

- (a) the wrestlers who hold the numbers one and three, and each succeeding two wrestlers who hold odd numbers; and

- (b) the wrestlers who hold numbers two and four and each succeeding two wrestlers who hold even numbers,

shall be paired for that round.

(3) The pairings for the third and subsequent rounds shall be made in accordance with the scheme under subsections 1 and 2. O. Reg. 26/67, s. 137.

**138.**—(1) Where the number of wrestlers in the first round of a tournament is uneven, the wrestlers whose names are first and second on the list, and each succeeding two wrestlers, shall be paired.

(2) Where the number of wrestlers in the first round is uneven, the wrestler who holds the highest number shall have a bye into the second round but shall be placed at the top of the list for that round.

(3) Where the number of wrestlers in the second round is uneven, the wrestler who holds the next highest number shall have a bye into the third round but shall be placed at the top of the list for that round.

(4) Where the number of wrestlers in the third round is uneven, the wrestler who holds the next highest number shall have a bye into the fourth round but shall be placed at the top of the list for that round.

(5) Where the number of wrestlers in the fourth round is uneven, the wrestler who holds the next highest number shall have a bye into the fifth round but shall be placed at the top of the list for that round.

(6) Where the number of wrestlers in the fifth round is uneven, the wrestler who holds the next highest number shall have a bye into the sixth round but shall be placed at the top of the list for that round. O. Reg. 26/67, s. 138.

**139.** A person holding an amateur wrestling tournament shall post in a conspicuous place, in the building where the tournament is to be held, a list setting forth the pairing of the wrestlers for each round. O. Reg. 26/67, s. 139.

**140.**—(1) The maximum time for an amateur wrestling bout is fifteen minutes.

(2) A fall or a disqualification shall end the bout. O. Reg. 26/67, s. 140.

**141.** A wrestler shall not,

- (a) have grease or vaseline or any slippery substance on his hands, arms or other part of his body;
- (b) wear a bandage on his hand or wrist except when prescribed by the medical practitioner;
- (c) have long fingernails; or



- (d) wear a ring or bracelet or anything that might injure his opponent. O. Reg. 26/67, s. 141.

**142.**—(1) Subject to subsection 2, where a wrestler called for his bout does not appear on the mat immediately or refuses to begin the bout, he shall be penalized three points and his opponent shall be given zero points.

(2) Where a wrestler is called for the first bout on the first day of a tournament, he shall be allowed not more than five minutes to appear. O. Reg. 26/67, s. 142.

**143.** A bout shall be begun, interrupted and ended only by the whistle of the referee. O. Reg. 26/67, s. 143.

**144.**—(1) At the beginning of a bout, the wrestlers shall be at opposite corners of the mat diagonally across from one another.

(2) When the referee blows his whistle, the wrestlers shall advance to the centre of the mat, shake hands with their right hands, pass one another, turn around leftward and begin the bout. O. Reg. 26/67, s. 144.

**145.**—(1) There shall be a referee and three judges for each bout.

(2) During a bout the referee shall speak only to the judges, the timekeeper, and the wrestlers and a judge shall speak only to the referee, the timekeeper or another judge. O. Reg. 26/67, s. 145.

**146.**—(1) Where,

- (a) the referee declares a fall and one judge agrees with him;
- (b) the referee declares a fall and two or three of the judges do not protest; or
- (c) the three judges declare a fall,

the wrestler obtaining the fall is the winner of the bout.

(2) A fall shall be declared where the shoulders of a wrestler touch the mat at the same time and there is a cessation of movement which leaves no doubt that the shoulders have touched the mat at the same time. O. Reg. 26/67, s. 146.

**147.** A wrestler who obtains a fall shall receive zero points and his opponent shall be penalized three points. O. Reg. 26/67, s. 147.

**148.**—(1) Where neither wrestler obtains a fall during the bout, each judge shall name as winner the wrestler to whom he has awarded the greater number of points.

(2) The wrestler named as winner by the majority of judges is the winner of the bout and shall be penalized one point.

(3) The loser of the bout shall be penalized three points. O. Reg. 26/67, s. 148.

**149.**—(1) Where a wrestler is penalized a total of five points or more, he shall thereupon be eliminated from the tournament.

(2) Where wrestlers are eliminated in the same round of a tournament, they shall be deemed to have been eliminated at the same time.

(3) Where two wrestlers eliminated with an equal number of points in the same round are tied for third place in a weight-class, they shall be paired but only where they have not already wrestled each other in that tournament. O. Reg. 26/67, s. 149.

**150.** The winner of a weight-class in a tournament is the wrestler who has the least number of points in his weight-class. O. Reg. 26/67, s. 150.

**151.**—(1) Where two wrestlers are tied each with the least number of points in his weight-class, the winner of that weight-class is the one who was the winner of the bout against the other.

(2) Where two wrestlers are tied and each has the least number of points in his weight-class, each shall be weighed immediately after the last bout in his weight-class ends, and the lighter wrestler is the winner and the next lighter the runner-up. O. Reg. 26/67, s. 151.

**152.**—(1) No wrestler shall,

- (a) seize the hair, flesh, ears, private parts or clothes of his opponent;
- (b) twist the fingers or toes of his opponent;
- (c) strike, kick, gouge, butt or pull the hair of his opponent;
- (d) use any hold that endangers the life or limb of his opponent;
- (e) apply a hold for the purpose of punishing his opponent or inflicting such pain as will force that opponent to concede a fall;
- (f) use the holds known as "double nelson", "strangle", "flying mare" with the palm uppermost, "toe hold" with a twist, "scissors" on head or body, "hammer lock" or "arm or foot up the back with a bar";
- (g) interlace his fingers with those of his opponent;
- (h) break a wrestler's bridge by,



- (i) raising his opponent and throwing him down bodily,
- (ii) forcing his opponent down vertically in the direction of the head, or
- (iii) applying pressure with the elbow or knee on the stomach or any other part of the abdomen of his opponent ; or

(i) where he holds his opponent's arm behind the latter's back, with the forearm and upper arm at right angles, force the forearm outwards.

(2) Where a wrestler uses a standing throw to turn his opponent upside down, the throw shall be made sideways and not vertically and the wrestler making the throw shall touch the mat with one of his knees, before the upper part of his opponent's body touches the mat.

(3) Striking with the side or sole of the foot shall be deemed to be not kicking. O. Reg. 26/67, s. 152.

**153.**—(1) Where a wrestler by violating subsection 1 or 2 of section 152 gets into a disadvantageous situation, the bout shall be continued without interruption.

(2) Where a wrestler by violating subsection 1 or 2 of section 152 obtains an advantage, the referee shall,

- (a) caution the wrestler;
- (b) break the hold where it has not already been broken; and
- (c) except in ground-wrestling, order the wrestlers to stand up. O. Reg. 26/67, s. 153.

**154.**—(1) The referee, or a majority of the judges, may at any time during a bout disqualify a wrestler from the tournament for a violation of subsection 1 or 2 of section 152.

(2) Where a wrestler has been given three cautions, the referee shall disqualify him from the tournament. O. Reg. 26/67, s. 154.

**155.**—(1) A bout shall be judged by the superiority of the wrestlers in every situation in accordance with their activity and without regard to their positions above or underneath.

(2) Where a wrestler attempts a hold in order to throw the other wrestler, it shall be deemed to be activity. O. Reg. 26/67, s. 155.

**156.**—(1) Where there is a series of actions in a bout, the wrestlers shall be given credit for their initiative as well as for the holds they obtain.

(2) A wrestler shall not receive credit for pretended holds or feigned attacks. O. Reg. 26/67, s. 156.

**157.**—(1) In sections 133 to 175, "passivity" means,

- (a) averting a hold without counter-attacking;
- (b) running off the mat, or pushing the other wrestler from the mat;
- (c) except in ground-wrestling, lying flat on the mat; or
- (d) holding down the other wrestler without attempting a decisive attack.

(2) When a wrestler underneath in ground-wrestling stands up repeatedly without attempting a hold, it shall be deemed to be passivity. O. Reg. 26/67, s. 157, *amended*.

**158.**—(1) A caution may be given only by the referee.

(2) Where the referee gives a caution, he shall immediately advise the master of ceremonies who thereupon shall inform the spectators.

(3) After one minute of passivity, except in ground-wrestling, the referee shall give one or both of the wrestlers a caution and may order them to stand up and resume the bout in a standing position.

(4) Where a wrestler violates subsection 1 or 2 of section 152, the referee shall give him a caution or disqualify him in accordance with section 154.

(5) Where a wrestler to avoid wrestling leaves the mat, the referee may give him a caution and order him to assume the underneath position.

(6) Where a wrestler intentionally or unintentionally throws his opponent from the mat, the referee shall give him a caution. O. Reg. 26/67, s. 158.

**159.**—(1) Where six minutes of a bout have elapsed, the timekeeper shall advise the referee.

(2) Subject to section 161, the referee shall thereupon stop the bout and each judge shall examine his own scoring-paper.

(3) Where a judge does not give either wrestler a definite lead, he shall hold up a white plaque.

(4) Where at least two judges hold up white plaques, the referee shall order ground-wrestling.

(5) Where a judge gives one wrestler a definite lead, he shall hold up a red or blue plaque corresponding in colour to the colour of the anklet worn by that wrestler.

(6) Where each of two or more judges holds up a red or blue plaque, the referee shall say to the leading wrestler "You are leading. Do you wish the three plus three minutes ground-wrestling or do you prefer to continue the bout in the same position where the bout was interrupted?"

(7) Where the leading wrestler advises the referee that he prefers ground-wrestling, the bout shall continue in accordance with section 160. O. Reg. 26/67, s. 159.

**160.**—(1) Ground-wrestling consists of one wrestler assuming the underneath position and his opponent the uppermost position for three minutes at the end of which the referee shall stop the bout and order them to reverse positions for the next three minutes.

(2) The referee shall determine the order of position under subsection 1 by tossing a disc six inches in diameter and coloured red on one side and blue on the other.

(3) Where a wrestler assumes the underneath position, he shall place himself on his hands and knees on the mat and make no counter-attack until his opponent obtains a hold.

(4) Where a wrestler has the uppermost position he may attempt holds from a standing position or by placing himself on his knees on the mat, but he shall not charge or butt his opponent.

(5) During ground-wrestling, the wrestler underneath shall resume his position on his hands and knees on the mat immediately he escapes from the underneath position.

(6) Where, during ground-wrestling, the wrestler underneath, by getting up quickly, tries to avoid or prevent ground-wrestling, the referee shall give him a caution.

(7) Where, during ground-wrestling, the wrestler underneath succeeds in getting on top of his opponent without placing the opponent in a position that might result in a fall, the former shall resume his position on his hands and knees on the mat.

(8) Where, during ground-wrestling, the wrestler underneath succeeds in getting on top of his opponent and placing him in a situation that may result in the former obtaining a fall, the bout shall continue until the danger of a fall is past, one minute has elapsed, or the end of the three-minute period is reached, whichever is the soonest.

(9) Where during ground-wrestling the uppermost wrestler obtains a hold and the wrestler underneath attempts to avoid or break the hold by standing up, the former may, while the latter is standing up, throw him but only where the hold is not changed. O. Reg. 26/67, s. 160.

**161.**—(1) Where after six minutes of a bout a wrestler has his opponent in a hold that may result in the former obtaining a fall, the referee shall not stop the bout until he is of the opinion that the hold will not result in a fall, or until one minute has elapsed, whichever is the sooner.

(2) Overtime under subsection 1 shall be deducted from the nine minutes remaining in the bout. O. Reg. 26/67, s. 161.

**162.** When throwing his opponent, a wrestler shall have both feet on the mat. O. Reg. 26/67, s. 162.

#### OBTAINING HOLDS WHEN OFF THE MAT

**163.** Where a wrestler is off the mat, his opponent shall not get or attempt a hold even if the latter remains on the mat. O. Reg. 26/67, s. 163.

**164.** Section 165 does not apply to ground-wrestling under section 160. O. Reg. 26/67, s. 164.

**165.**—(1) Where both wrestlers go off the mat at the same time, the referee shall order them to return to the mat,

- (a) in a standing position, when neither wrestler has a hold that may result in his obtaining a fall;
- (b) in a position similar to the position the wrestlers were in at the time they crossed the edge of the mat, when one wrestler has a hold that may result in his obtaining a fall; or
- (c) in a ground-wrestling position with the aggressor on top, when one wrestler is the aggressor and dominates the other at the time they go off the mat.

(2) Where under clause *b* of subsection 1 the referee is not certain of the exact position of the wrestlers at the time they crossed the edge of the mat, he may order them to take up a ground-wrestling position with the wrestler who had the hold on top.

(3) Where, under subsection 1 or 2, the referee orders the wrestlers to take up a ground-wrestling position, the wrestler underneath may, upon the referee's signal or command to wrestle, stand up if he is able to do so and thereupon the bout shall continue with the wrestlers in a standing position. O. Reg. 26/67, s. 165.

**166.** Section 167 applies only to ground-wrestling under section 160. O. Reg. 26/67, s. 166.

**167.** Where both wrestlers go off the mat at the same time, the wrestler who during the period of ground-wrestling was in the underneath position shall again take up that position and the bout shall continue in accordance with the rules for ground-wrestling. O. Reg. 26/67, s. 167.



**168.** Section 169 does not apply to ground-wrestling under section 160. O. Reg. 26/67, s. 168.

**169.**—(1) Where a wrestler dominated by his opponent is thrown to the mat so that his head and shoulders are within the edges of the mat and the remainder of his body is outside the mat, the referee shall order the wrestlers to take up a ground-wrestling position with the first-named wrestler underneath.

(2) Under subsection 1, the referee shall order the wrestlers to take up a ground-wrestling position whether or not the wrestler after being thrown crawls off the mat.

(3) Where a wrestler is thrown to the mat and his arms go beyond the edge thereof, the referee shall order the wrestlers to continue the bout in a standing position. O. Reg. 26/67, s. 169.

**170.** Section 171 applies only to ground-wrestling under section 160. O. Reg. 26/67, s. 170.

**171.** Where a wrestler is thrown to the mat and,

(a) his head and shoulders are within the edge of the mat and the remainder of his body is outside the mat; or

(b) his arms go beyond the edge of the mat,

the referee shall order the wrestlers to continue the bout in accordance with section 160. O. Reg. 26/67, s. 171.

**172.**—(1) Where a wrestler is prevented from continuing a bout because of a bloody nose, falling on his head off the mat or an accident to his dress or any other cause beyond his control, the referee may order the bout stopped for five minutes.

(2) Where the wrestler at the end of the five-minute period is unable or unwilling to continue, the referee shall declare his opponent the winner. O. Reg. 26/67, s. 172.

**173.**—(1) A referee shall,

(a) require wrestlers and their seconds to observe the provisions of sections 133 to 175 and conduct themselves at all times in a sportsmanlike manner;

(b) signal clearly a fall;

(c) be confident, before signalling a fall by blowing his whistle, that the judges do not disagree with him;

(d) distinguish between a wrestler,

(i) carrying an opponent's arm across his back in the fair position, and

(ii) forcing an opponent to roll over by means of the hold known as a "back hammer";

(e) be able to determine the proper moment to blow his whistle to interrupt a bout;

(f) have a detailed knowledge of the provisions of sections 133 to 175;

(g) when the wrestlers are close to the edge of the mat, be ready to warn them to prevent their going off the mat;

(h) require active wrestling by the wrestlers, if necessary by warning them;

(i) when the wrestlers are in a standing position, be able to observe their legs;

(j) maintain his authority over the wrestlers at all times;

(k) when sending the wrestlers back to the middle of the mat, advise them without hesitation of the position they are to assume;

(l) except where he considers it necessary, ensure that the wrestlers do not rest during a bout by such tactics as leaving the mat to get dried, wiping the nose, tying a shoelace, rinsing the mouth, or by pretending injuries;

(m) when he interrupts a bout, add the time lost to the time remaining in the bout;

(n) for the purposes of clause *m*, carry a stopwatch or a watch with a sweep second-hand;

(o) be ready to change instantly his position on the mat;

(p) clothe himself in such a manner that he is able to move quickly around the mat and to lie flat on the mat;

(q) where a bout is won on points, order the wrestlers to remain on the mat while the winner of the bout and the vote of the judges are announced; and

(r) where a bout is won by a fall, order the wrestlers to remain on the mat while the winner of the bout, the time of the fall and the hold used to obtain the fall are announced.

(2) The referee shall not,

(a) stand or lie too close to the wrestlers during a bout; or



- (b) interfere unnecessarily with the wrestlers or the conduct of a bout. O. Reg. 26/67, s. 173.

**174.**—(1) Each of the judges shall use a scoring-paper to record points for the wrestlers.

(2) The scoring-papers shall be kept carefully, and all positive actions that have taken place at any time during the bout shall be recorded thereon.

(3) After the bout each judge shall strike out the name of the loser on his scoring-paper. O. Reg. 26/67, s. 174.

**175.**—(1) The judges shall follow a bout with careful attention, judge the single actions occurring in the bout and record them in such a manner that the scoring-papers set forth clearly the activity, endurance, initiative, open wrestling and physical superiority of the wrestlers.

(2) Where during the bout a judge observes a fall or an illegal hold or some other thing the referee has apparently not seen, the judge shall draw it to the attention of the referee. O. Reg. 26/67, s. 175.

#### EQUIPMENT

**176.**—(1) A mat at least sixteen feet square and with padding at least three inches thick shall be used for amateur wrestling contests and exhibitions.

(2) The mat shall have a clean, soft cover.

(3) The floor around the mat shall have a soft cover at least two feet wide.

(4) The fasteners of a cover for the mat or floor shall have a protective covering to prevent injury to wrestlers. O. Reg. 26/67, s. 176.

**177.** The mat shall be so placed that a wrestler's bridge is possible even if the legs of a wrestler are off the mat. O. Reg. 26/67, s. 177.

**178.**—(1) A wrestler in an amateur wrestling contest or exhibition shall,

- (a) be dressed decently and in wrestling tights;
- (b) wear an athletic supporter; and
- (c) wear shoes of a soft material, without heels, cleats, spikes or hard soles.

(2) Wrestling tights shall be neat and clean and cover the legs to at least the centre of the thighs. O. Reg. 26/67, s. 178.

**179.** The tights of opposing wrestlers shall be of contrasting colours. O. Reg. 26/67, s. 179.

**180.**—(1) No wrestler shall wear clothing bearing any advertising or wording other than his name or the name of the club he represents.

(2) No manager or second shall wear clothing bearing any advertising or wording other than the name of the club or wrestler he represents. O. Reg. 26/67, s. 180.

#### PART IV

##### PROFESSIONAL WRESTLING

**181.** This Part applies to professional wrestling exhibitions. O. Reg. 26/67, s. 181.

**182.** In this Part, "fall" means the pinning of both shoulders of a wrestler to the floor of the ring for at least three seconds. O. Reg. 26/67, s. 182.

**183.**—(1) A professional wrestling match shall be deemed to be an exhibition only.

(2) The word "exhibition" shall appear in the advertising of professional wrestling. O. Reg. 26/67, s. 183.

**184.**—(1) No championship of the world or other professional wrestling championship shall be recognized by the Commissioner.

(2) Where a bout is advertised as one in which a championship awarded outside Ontario is being contested, it shall be deemed to affect the championship only so far as the authority awarding that championship outside Ontario had power to award it. O. Reg. 26/67, s. 184.

**185.**—(1) No professional wrestling exhibition shall be held except,

- (a) a match of one fall;
- (b) a match of two falls out of three;
- (c) team or tag-team matches with not more than two wrestlers on each team, and decided by one fall or by two falls out of three; or
- (d) a match of not more than ten eight-minute rounds with an interval of one minute between rounds and decided by one fall or by two falls out of three.

(2) The time limit for exhibitions under clause a, b or c of subsection 1 is one hour unless extended by the Commissioner. O. Reg. 26/67, s. 185.

**186.**—(1) No battle royal shall be held.

(2) For the purposes of subsection 1, "battle royal" means an exhibition, other than an exhibition of team wrestling, in which more than two wrestlers are in the ring at the same time.

(3) In team or tag-team wrestling there shall be not more than two teams. O. Reg. 26/67, s. 186.

**187.** No person shall hold a professional wrestling exhibition at a carnival, fair or exhibition. O. Reg. 26/67, s. 187.

**188.** Except under a licence in Form 19 or Form 20, no person shall hold a professional wrestling exhibition. O. Reg. 26/67, s. 188.

**189.** A licence in Form 19 shall be issued for the holding of professional wrestling exhibitions in a city having a population of at least 500,000, according to the last revised assessment roll, and,

- (a) shall be known as a Professional Wrestling Licence Class 1;
- (b) is valid only for the exhibition specified in the licence; and
- (c) expires with the 31st day of March next following the date of issue. O. Reg. 26/67, s. 189.

**190.**—(1) An applicant for a Professional Wrestling Licence Class 1 shall,

- (a) make application in Form 10 to the Commissioner on or before the 31st day of March, in the year for which the application is made; and
- (b) deposit with the Commissioner security of at least \$1000 in the form of,
  - (i) money, or
  - (ii) direct or guaranteed securities of the Government of Canada or Ontario payable to bearer.

(2) The fee for the licence is \$500. O. Reg. 26/67, s. 190.

**191.** Where more than one Professional Wrestling Licence Class 1 is issued for the same city, the Commissioner may require the licensees to furnish him with a list setting forth the dates when and places where they propose to hold exhibitions. O. Reg. 26/67, s. 191.

**192.**—(1) A licence in Form 20 shall be issued for the holding of a professional wrestling exhibition in a municipality having a population under 500,000 according to the last revised assessment roll, and,

- (a) shall be known as a Professional Wrestling Licence Class 2; and
- (b) is valid only for the exhibition specified in the licence.

(2) The fee for the licence is \$5.

(3) An applicant for the licence shall deposit with the Commissioner security of at least \$300 in the form of,

- (a) money; or
- (b) direct or guaranteed securities of the Government of Canada or Ontario payable to bearer. O. Reg. 26/67, s. 192.

**193.**—(1) Where the holder of a licence in Form 19 or Form 20 does not pay,

- (a) the fees of officials; and
- (b) the purses or other remuneration of wrestlers,

within thirty days after an exhibition is held, the security is forfeited.

(2) Where the security is forfeited, and is not in the form of money, the Commissioner shall sell the security within ten days of the forfeiture.

(3) Where the security is forfeited, or forfeited and sold, the Commissioner shall,

- (a) use part or all of it to make the payments referred to in clauses *a* and *b* of subsection 1; and
- (b) refund any balance to the holder of the licence.

(4) Before holding another exhibition, the holder of the licence in Form 19 shall deposit again with the Commissioner security of at least \$1000 in the form set forth in clause *b* of subsection 1 of section 190. O. Reg. 26/67, s. 193.

**194.** Where a licence in Form 19 or Form 20 expires and the holder has complied with the Act, and this Regulation, the Commissioner shall return the security. O. Reg. 26/67, s. 194.

**195.**—(1) Except under a licence in Form 21, no person shall take part in a professional wrestling exhibition.

(2) An applicant for the licence shall make application in Form 12.

(3) The fee for the licence is \$5 payable with the application.

(4) The licence expires with the 31st day of March next following the date of issue. O. Reg. 26/67, s. 195.

**196.**—(1) Except under a licence in Form 22, no person shall referee a professional wrestling exhibition.



(2) The fee for the licence for a resident of Ontario is,

(a) \$25 where the licence is to be used in a city having a population of at least 500,000, according to the last revised assessment roll; and

(b) \$10 where the licence is to be used elsewhere.

(3) The fee for the licence for a non-resident is \$25.

(4) The licence expires with the 31st day of March next following the date of issue. O. Reg. 26/67, s. 196.

**197.**—(1) A person holding a professional wrestling exhibition shall,

(a) furnish the equipment required by sections 211 to 217;

(b) provide proper facilities for making announcements that can be heard or seen clearly by the spectators;

(c) provide a separate room for use only by the Commissioner, referees and judges;

(d) ensure that the exhibition is begun at the time advertised and conducted throughout in an orderly manner and without unnecessary delay;

(e) where he holds a licence in Form 19 make a report in Form 18 to the Commissioner not later than thirty days after the exhibition is held; and

(f) where he holds a licence in Form 20, make a report in Form 18 to the Commissioner not later than thirty days after the exhibition is held.

(2) A person holding a professional wrestling exhibition may pay a wrestler his expenses but shall not pay the wrestler for his services until after the exhibition. O. Reg. 26/67, s. 197, revised.

**198.**—(1) Where the Commissioner fines a wrestler, the person holding the professional wrestling exhibition shall,

(a) retain the amount of the fine out of the purse or other remuneration of the wrestler; and

(b) be deemed to be a person who has received money for the Crown and for which he is accountable within the meaning of *The Financial Administration Act*.

(2) The wrestler has no claim for the amount so retained. O. Reg. 26/67, s. 198.

**199.** No person shall have any financial interest in a wrestler taking part in a professional wrestling exhibition held on premises owned or leased by that person or in which he is otherwise interested. O. Reg. 26/67, s. 199.

**200.**—(1) A wrestler under contract to take part in a professional wrestling exhibition shall take a medical examination on the day of the exhibition at a time and place designated by the Commissioner.

(2) Where the exhibition is postponed for more than twenty-four hours, the wrestler shall take a medical examination on the day of the exhibition.

(3) Where the wrestler is unable to pass the examination or is under the influence of drugs or of liquor as defined in *The Liquor Control Act*, he shall not take part in the exhibition.

(4) The examination shall be conducted by a legally qualified medical practitioner appointed by the Commissioner. O. Reg. 26/67, s. 200.

**201.**—(1) The medical practitioner conducting the examination under section 200 or a substitute appointed by the Minister shall be in attendance at the exhibition.

(2) The medical practitioner shall not enter the ring unless the referee requests him to do so. O. Reg. 26/67, s. 201.

**202.** No person other than the referee and contestants shall enter the ring during an exhibition. O. Reg. 26/67, s. 202.

#### RULES

**203.**—(1) A wrestler may have a second.

(2) The second shall,

(a) wear a clean white jersey, sweater or shirt; and

(b) during a match, remain seated and silent outside the ring but near the corner of his charge. O. Reg. 26/67, s. 203.

**204.** There shall be a timekeeper who shall,

(a) sit outside the ring close to a bell or gong;

(b) be equipped with a stop-watch;

(c) indicate the beginning and end of a match by ringing the bell or striking the gong; and

(d) when the match ends before the time limit, advise the master of ceremonies of the time of the match. O. Reg. 26/67, s. 204.



**205.** There shall be a master of ceremonies who shall,

- (a) ensure that equipment necessary for the exhibition is available;
- (b) take such action as is necessary to have the wrestlers ready for the match in which they are to take part;
- (c) at the beginning of the match introduce the wrestlers to the spectators, announce their names and weights and the length and other particulars of the match;
- (d) announce the result of the match; and
- (e) make no other announcements except those authorized or directed by the Commissioner. O. Reg. 26/67, s. 205.

**206.** No wrestler shall,

- (a) use grease or vaseline or any slippery substance that might handicap or injure an opponent;
- (b) disobey the referee;
- (c) push, strike, kick, interfere with or threaten the referee;
- (d) apply a strangle hold to his opponent in any manner;
- (e) tangle or hang the neck, arm, foot or leg of an opponent in the ropes;
- (f) kick an opponent with his foot or knee;
- (g) gouge, rub or apply pressure, perspiration or foreign matter to an opponent's eyes;
- (h) scratch or bite an opponent;
- (i) pull the hair of an opponent;
- (j) bend the fingers of an opponent;
- (k) apply or maintain a hold upon an opponent while any part of the opponent's body is outside the ropes;
- (l) touch the ropes with any part of his body while applying or maintaining a hold upon an opponent;
- (m) remove or interfere with his opponent's tights;
- (n) throw an opponent out of the ring over the top rope;
- (o) wrestle or fight with an opponent outside the ring;

- (p) strike or apply pressure to or in the region of an opponent's scrotum;
- (q) have in his possession or use any foreign matter during the match;
- (r) continue to wrestle or fight after the match ends;
- (s) make any gesture indicating that he is committing any action under clauses c to r;
- (t) do any act to unduly excite the spectators; or
- (u) do any act not in keeping with decency and good taste. O. Reg. 26/67, s. 206.

**207.** Where a referee is injured during a match and is incapable of continuing to officiate, the wrestlers shall retire to their corners until a substitute referee enters the ring and directs the match to continue. O. Reg. 26/67, s. 207.

**208.** Where a wrestler,

- (a) is unable to return to the ring after a fall that does not end the match; or
- (b) in the opinion of the referee is in a condition that renders it inadvisable for the wrestler to continue the match,

the referee shall stop the match and award the decision to the other wrestler. O. Reg. 26/67, s. 208.

**209.** Where the referee declares a fall or awards a decision to a wrestler, the referee and wrestlers shall leave the ring immediately. O. Reg. 26/67, s. 209.

**210.** The referee shall warn a wrestler who violates a rule and may disqualify him. O. Reg. 26/67, s. 210.

#### EQUIPMENT

**211.**—(1) There shall be a ring at least eighteen feet square but not more than twenty feet square.

- (2) The floor of the ring shall,
  - (a) extend beyond the ropes at least eighteen inches; and
  - (b) be padded with felt or other soft material at least one and one-half inches thick.
- (3) The portion of the floor of the ring outside the ropes shall be called the "apron".
- (4) The padding on the floor of the ring shall,
  - (a) extend at least one foot beyond the ropes; and

- (b) be covered with canvas, duck or other similar material tightly stretched and laced to the floor of the ring. O. Reg. 26/67, s. 211.
212. The ring shall,

(a) be not more than four feet above the surrounding floor; and

(b) have steps leading thereto suitable for use by wrestlers and officials. O. Reg. 26/67, s. 212.
213. At each corner of the ring there shall be a post,

(a) at least eighteen inches from the ropes;

(b) made of metal not more than three inches in diameter; and

(c) extending from the floor of the ring to a height of fifty-eight inches. O. Reg. 26/67, s. 213.
- 214.—(1) There shall be three ropes each at least an inch in diameter.
- (2) The ropes shall be,

(a) eighteen, thirty-five and fifty-two inches, respectively, above the floor of the ring; and

(b) wrapped with a soft material. O. Reg. 26/67, s. 214.
- 215.—(1) There shall be a bell or gong of sufficient volume that when rung or sounded it can be heard distinctly by the wrestlers and officials.
- (2) Where a gong is used, it shall be attached securely to the ring, or to some other suitable object close at hand. O. Reg. 26/67, s. 215.
- 216.—(1) A wrestler in a professional wrestling exhibition shall,

(a) be dressed decently;

- (b) wear neat, clean tights and an athletic supporter; and
- (c) wear shoes of a soft material, without heels, cleats, spikes or hard soles.
- (2) The tights of opposing wrestlers shall be of contrasting colours. O. Reg. 26/67, s. 216.
- 217.—(1) No wrestler shall wear clothing bearing any advertising or wording other than his name.
- (2) No manager or second shall wear clothing bearing any advertising or wording other than the name of the wrestler he represents. O. Reg. 26/67, s. 217.

Form 1

*The Athletics Control Act*

LICENCE FOR THE HOLDING OF AN  
AMATEUR BOXING CONTEST  
OR EXHIBITION

Licence No.....

Under *The Athletic Control Act* and the regulations, and subject to the limitations thereof, this licence is

issued to .....

to hold an amateur boxing.....  
(contest or exhibition)

on the ..... day of ....., 19....,

at .....

.....

Date.....

.....  
Commissioner

O. Reg. 26/67, Form 1

Form 2

*The Athletics Control Act*

REPORT ON AMATEUR BOXING OR WRESTLING CONTEST OR EXHIBITION

Date.....

Report on amateur.....contest or exhibition held on the .....day of .....,  
(boxing or wrestling)

19...., at .....LicenceNo. ....

The results are as follows :

Name of Contestant	Draw Number	Name of Opponent	Draw Number	Won by	Decision	Rounds	Prize

RECEIPTS

.....tickets at \$.....  
.....tickets at \$.....  
.....tickets at \$.....  
.....tickets at \$.....  
  
Total.....\$.....  
=====

DISBURSEMENTS

Prizes.....\$.....  
Advertising.....\$.....  
Equipment and gloves.....\$.....  
Rent for premises.....\$.....  
Travelling expenses.....\$.....  
Telephone.....\$.....  
Officials.....\$.....  
Other expenses.....\$.....  
  
Total.....\$.....  
=====

Surplus or deficit.....

NAMES OF OFFICIALS

Referees.....  
Judges.....  
Timekeeper.....  
Examiner.....  
Master of ceremonies.....  
Medical practitioner.....

I certify that this report is true and correct.

.....  
(signature of licensee)



Form 3

*The Athletics Control Act*

LICENCE TO TAKE PART IN AMATEUR BOXING CONTESTS AND EXHIBITIONS

Licence No.....

Under *The Athletics Control Act* and the regulations, and subject to the limitations thereof, this

licence is issued to.....

to take part in amateur boxing contests and exhibitions.

This licence expires with the 31st day of March, 19...

Date.....

.....

Commissioner

O. Reg. 26/67, Form 3.

Form 4

*The Athletics Control Act*

LICENCE TO REFEREE AMATEUR BOXING CONTESTS AND EXHIBITIONS

Licence No.....

Under *The Athletics Control Act* and the regulations, and subject to the limitations thereof, this

licence is issued to.....

to referee amateur boxing contests and exhibitions.

This licence expires with the 31st day of March, 19...

Date.....

.....

Commissioner

O. Reg. 26/67, Form 4.

Form 5

*The Athletics Control Act*

LICENCE FOR THE HOLDING OF AN AMATEUR WRESTLING CONTEST OR EXHIBITION

Licence No.....

Under *The Athletics Control Act* and the regulations, and subject to the limitations thereof, this

licence is issued to.....

to hold an amateur wrestling.....  
(contest or exhibition)

on the.....day of....., 19....,

at.....

.....

Date.....

.....

Commissioner

O. Reg. 26/67, Form 5.

Form 6

*The Athletics Control Act*

LICENCE TO TAKE PART IN AMATEUR WRESTLING CONTESTS AND EXHIBITIONS

Licence No.....

Under *The Athletics Control Act* and the regulations, and subject to the limitations thereof, this

licence is issued to.....

to take part in amateur wrestling contests and exhibitions.

This licence expires with the 31st day of March, 19...

Date.....

.....

Commissioner

O. Reg. 26/67, Form 6.

Form 7

*The Athletics Control Act*

LICENCE TO REFEREE AMATEUR WRESTLING CONTESTS AND EXHIBITIONS

Licence No.....

Under *The Athletics Control Act* and the regulations, and subject to the limitations thereof, this

licence is issued to.....

to referee amateur wrestling contests and exhibitions.

This licence expires with the 31st day of March, 19...

Date.....

.....

Commissioner

O. Reg. 26/67, Form 7.

Form 8

*The Athletics Control Act*

PROFESSIONAL BOXING LICENCE CLASS 1

Licence No.....

Under *The Athletics Control Act* and the regulations, and subject to the limitations thereof, this

licence is issued to.....

to hold professional boxing contests and exhibitions at

.....

.....

This licence expires with the 31st day of March, 19...

Date.....

.....  
Commissioner

O. Reg. 26/67, Form 8.

Form 9

*The Athletics Control Act*

PROFESSIONAL BOXING LICENCE CLASS 2

Licence No.....

Under *The Athletics Control Act* and the regulations, and subject to the limitations thereof, this

licence is issued to.....

to hold a professional boxing.....  
(contest or exhibition)

on the.....day of....., 19....,

at.....

.....

Date.....

.....  
Commissioner

O. Reg. 26/67, Form 9.

Form 10

*The Athletics Control Act*

APPLICATION FOR A PROFESSIONAL  
BOXING OR WRESTLING LICENCE  
CLASS 1

To the Commissioner:

I, .....  
(print name in full)

of .....  
(post office address)

apply for a Professional.....Licence,  
(Boxing or Wrestling)

Class 1, for use in .....  
(name of city)

I enclose licence fee of \$500.

.....  
(month) (day) (year)

.....  
(signature of applicant)

O. Reg. 26/67, Form 10.

Form 11

*The Athletics Control Act*

LICENCE TO TAKE PART IN PROFESSIONAL  
BOXING CONTESTS AND EXHIBITIONS

Licence No.....

Under *The Athletics Control Act* and the regulations, and subject to the limitations thereof, this

licence is issued to.....

to take part in professional boxing contests and exhibitions.

This licence expires with the 31st day of March, 19...

.....  
Commissioner

O. Reg. 26/67, Form 11.

Form 12

*The Athletics Control Act*

APPLICATION BY A PROFESSIONAL  
BOXER OR WRESTLER

Date.....

I apply to the Commissioner for a licence to take  
part in,

(check ☐ (a) professional boxing contests and  
proper exhibitions; or  
square) ☐ (b) professional wrestling exhibitions,

for the year 19...., and furnish the  
following particulars:

\_\_\_\_\_  
\_\_\_\_\_  
(given name) (surname)

.....  
(post office address)

Age..... I hold Licence No.....

for the Province of.....  
State

My ring name is.....

I enclose licence fee of \$5.

.....  
(signature of applicant)

O. Reg. 26/67, Form 12.

Form 13

*The Athletics Control Act*

LICENCE TO MANAGE PROFESSIONAL  
BOXERS

Licence No.....

Under *The Athletics Control Act* and the regula-  
tions, and subject to the limitations thereof, this  
licence is issued to.....  
to manage professional boxers.

This licence expires with the 31st day of March, 19...

Date.....

.....  
Commissioner

O. Reg. 26/67, Form 13.

Form 14

*The Athletics Control Act*

CONTRACT BETWEEN A PROFESSIONAL  
BOXER AND HIS MANAGER

This agreement made in triplicate the....day of  
....., 19.... between.....  
(name of manager)

of.....  
(municipality or township)

in the Province of.....  
State

called the "Manager", and.....  
(name of boxer)

of.....  
(municipality or township)

in the Province of.....  
State

called the "Boxer".

The Manager and Boxer agree as follows:

1. The Boxer appoints the Manager for.....  
years from and including the....day of.....,  
19.... to manage him in all boxing contests  
and exhibitions in which the Boxer takes part.

2. The Manager shall arrange all contests and  
exhibitions for the Boxer, at such times and places,  
with such opponents and at such weights as the  
Manager considers advisable.

3. The Boxer shall not engage in any contest  
or exhibition without the consent of the Manager.

4. The Manager may advertise any contest  
or exhibition in which the Boxer is under contract  
to take part.

5. The Manager shall arrange and pay for  
the advertising, provide and post forfeits and  
arrange guarantees, of contests or exhibitions in  
which the Boxer takes part.

6. Except where the Manager is negligent, the  
loss of all forfeits shall be borne equally by the  
Manager and Boxer.

7. The Manager shall, in respect of contests  
and exhibitions in which the Boxer takes part,



- (a) keep proper books of account ;
- (b) be responsible for the collection and receipt of funds and the payment of accounts ; and
- (c) give an accounting to the Boxer when he so requests.
8. The Boxer shall,
- (a) take part in contests or exhibitions that are arranged by the Manager and conducted in accordance with *The Athletics Control Act* and the regulations thereunder ;
- (b) keep himself in a proper physical condition ; and
- (c) train, diet and prepare himself for contests and exhibitions under the supervision and direction of the Manager.

9. The expenses of the Boxer incurred in training for a contest or exhibition and the advertising therefor shall be deducted from the purse or other remuneration of the Boxer for the contest or exhibition and the balance divided as follows :

1. For the Boxer. ....
2. For the Manager. ....

In witness whereof the Manager and Boxer have signed.

.....  
(witness) (signature of Manager)

.....  
(witness) (signature of Boxer)

O. Reg. 26/67, Form 14.

Form 15

*The Athletics Control Act*

CONTRACT TO TAKE PART IN  
A PROFESSIONAL BOXING CONTEST  
OR EXHIBITION

This agreement made in triplicate the.....  
day of....., 19....., between.....  
(name of person  
holding the contest or exhibition)  
.....  
of....., called the Holder, and  
(name of municipality)  
.....of.....  
(name of Boxer) (post office address)  
called the Boxer.

The Holder and Boxer agree as follows :

1. The Boxer shall take part in a.....  
(contest or  
.....of.....three-minute rounds  
exhibition)  
to be held by the Holder in.....  
(name of municipality)  
on the.....day of....., 19.....,  
against.....  
(name of opponent)  
or a substitute as permitted by the Commissioner,  
at catch-weights.  
a weight not exceeding.....pounds,  
but with a tolerance of one pound either way.

2.—(1) The Holder shall pay the Boxer for his  
services, after the.....  
(contest or exhibition)  
dollars in Canadian money, or.....per cent of the  
gross receipts of the.....  
(contest or exhibition)  
less the amount deducted from those receipts under  
subsection 1 of section 5 of the Act.

(2) The Holder shall pay the Boxer his expenses  
in Canadian money, as follows:.....  
.....  
.....

3.—(1) The Boxer shall deposit with the Holder  
money, accepted cheque or bank draft of.....  
dollars, to be forfeited in accordance with section 83  
of Regulation 65 of Revised Regulations of Ontario,  
1970, if he fails to pass his medical examination, does  
not appear for the....., or appears  
(contest or exhibition)  
but in the opinion of the medical practitioner is not  
in a physical or mental condition to take part  
therein.

(2) The Boxer shall deposit with the Holder money,  
accepted cheque or bank draft of.....dollars,  
to be forfeited in accordance with section 79 of Regula-  
tion 65 of Revised Regulations of Ontario, 1970, if he  
fails to make the weight specified herein.

4. Where the Boxer is overweight, he shall take

part in the.....unless the Commis-  
(contest or exhibition)  
sioner considers the difference in weight between the

Boxer and his opponent too great for a.....  
(fair contest

.....  
or proper exhibition)

5. The Boxer shall be in.....  
(name of municipality

.....days  
where the contest or exhibition is to be held)

before the date of the contest or exhibition.

6. The Boxer shall not take part in another  
contest or exhibition for at least .....

days before the date of the contest or exhibition set  
forth in paragraph 1.

7. Where the Boxer is a non-resident of Ontario,  
he shall show to the Commissioner his boxing licence  
or card for the province or state in which he resides.

In witness whereof the Holder and Boxer have  
signed.

.....  
(witness) (signature of Holder)

.....  
(witness) (signature of Boxer)

O. Reg. 26/67, Form 15, Revised.

Form 16

*The Athletics Control Act*

LICENCE TO REFEREE PROFESSIONAL  
BOXING CONTESTS AND EXHIBITIONS

Licence Fee \$2                      Licence No.....

Under *The Athletics Control Act* and the regula-  
tions, and subject to the limitations thereof, this

licence is issued to.....

to referee a professional boxing.....  
(contest or exhibition)

on the.....day of....., 19....,

at .....

.....  
Commissioner

O. Reg. 26/67, Form 16.

Form 17

*The Athletics Control Act*

LICENCE TO ACT AS A SECOND AT  
PROFESSIONAL BOXING CONTESTS  
AND EXHIBITIONS

Licence No.....

Under *The Athletics Control Act* and the regula-  
tions, and subject to the limitations thereof, this

licence is issued to.....

to act as a second at professional boxing contests  
and exhibitions.

This licence expires with the 31st day of March,  
19....

Date.....

.....  
Commissioner

O. Reg. 26/67, Form 17.

Form 18

*The Athletics Control Act*

REPORT ON  
PROFESSIONAL BOXING CONTEST  
WRESTLING  
OR EXHIBITION

Date.....

Report on professional ..... con-  
(boxing or wrestling)

test or exhibition held on the ..... day of

....., 19.... at .....

under licence No.....

Column 1	Column 2	Column 3
Name of Contestant	Purse or other Remuneration	Fine

RECEIPTS

.....tickets at \$.....

.....tickets at \$.....

.....tickets at \$.....

.....tickets at \$.....

.....tickets at \$.....

.....tickets at \$.....

.....

Total gross receipts.....\$.....

I enclose.....in the  
(cheque or money)

sum of \$.....as follows:

.....per cent of the gross  
receipts.....\$.....

Fines (total of column 3).....\$.....

.....

Total.....\$.....

NAMES OF OFFICIALS

Referees.....

Judges.....

Timekeepers.....

Examiner.....

Master of ceremonies.....

Medical practitioner.....

I certify that this report is true and correct.

.....  
(signature of licensee)



Form 19

*The Athletics Control Act*

PROFESSIONAL WRESTLING LICENCE

CLASS I

Licence No.....

Under *The Athletics Control Act* and the regulations, and subject to the limitations thereof, this licence is issued to.....  
to hold professional wrestling exhibitions at.....  
.....  
This licence expires with the 31st day of March, 19...  
Date.....

.....  
Commissioner

O. Reg. 26/67, Form 19.

Form 20

*The Athletics Control Act*

PROFESSIONAL WRESTLING LICENCE

CLASS 2

Licence No.....

Under *The Athletics Control Act* and the regulations, and subject to the limitations thereof, this licence is issued to.....  
to hold a professional wrestling exhibition on the...  
day of....., 19... at.....  
.....  
Date.....

.....  
Commissioner

O. Reg. 26/67. Form 20.

Form 21

*The Athletics Control Act*

LICENCE TO TAKE PART IN PROFESSIONAL WRESTLING EXHIBITIONS

Licence No.....

Under *The Athletics Control Act* and the regulations, and subject to the limitations thereof, this licence is issued to.....  
to take part in professional wrestling exhibitions.  
This licence expires with the 31st day of March, 19...  
Date.....

.....  
Commissioner

O. Reg. 26/67, Form 21.

Form 22

*The Athletics Control Act*

LICENCE TO REFEREE PROFESSIONAL WRESTLING EXHIBITIONS

Licence No.....

Under *The Athletics Control Act* and the regulations, and subject to the limitations thereof, this licence is issued to.....  
to referee professional wrestling exhibitions at.....  
.....  
This licence expires with the 31st day of March, 19...  
Date.....

.....  
Commissioner

O. Reg. 26/67, Form 22.



REGULATION 66

under The Bailiffs Act

GENERAL

1. The fee payable upon an application for appointment as a bailiff is \$10 and shall accompany the application. O. Reg. 323/61, s. 1.

2. The bond required by section 12 of the Act shall be,

- (a) in Form 1, where the bond is a personal bond;
- (b) in Form 2, where the bond is a bond of a guarantee company approved under *The Guarantee Companies Securities Act*; and
- (c) in Form 3, where the bond is a bond of a guarantor, other than a guarantee company. O. Reg. 323/61, s. 2.

3.—(1) Subject to subsection 2, where the bailiff is a corporation or the owner or a partner of the business in which he acts as bailiff, the amount of the bond shall be \$5,000.

(2) Where the bailiff is one to whom subsection 1 does not apply or where the bailiff is also appointed as a small claims court bailiff, the amount of the bond shall be \$1,000. O. Reg. 323/61, s. 3.

Form 1

*The Bailiffs Act*

PERSONAL BOND

KNOW ALL MEN BY THESE PRESENTS,  
THAT I,.....

.....  
(hereinafter called the Obligor) am firmly bound unto Her Majesty in right of Ontario (hereinafter

called the Obligee) in the sum of.....Dollars  
(\$.....) of lawful money of Canada, to be paid unto the Obligee, her successors and assigns, for  
which payment well and truly to be made, I, the  
said.....  
(name of Obligor)

bind myself, my heirs, executors, administrators and  
assigns and I, the said.....  
(name of Obligor)

deposit with the Obligee.....  
as collateral security to this bond.

- 1. This bond may be cancelled by the obligor by giving to the Inspector of Legal Offices at least two months notice in writing of intention to cancel and it shall be deemed to be cancelled on the date stated in the notice, which date shall be not less than two months after receipt of the notice by the Inspector of Legal Offices.
- 2. For the purposes of every act or omission occurring during the period in which this bond is in force, this bond shall continue in force and the collateral security shall remain on deposit for a period of two years after the revocation of the appointment of the obligor, as bailiff, or the cancellation of the bond, whichever occurs first.

SEALED with my Seal and dated this.....day  
of....., 19...

NOW THE CONDITION of the above obligation is such that if the obligation does not by reason of any act, matter or thing at any time hereafter become or be forfeit under the Act, then the obligation shall be void, but otherwise shall be and remain in full force and effect.

Signed, Sealed and Delivered in the presence  
of  
.....  
(Obligor)

O. Reg' 323/61, Form 1.

Form 2

*The Bailiffs Act*

GUARANTEE COMPANY BOND

KNOW ALL MEN BY THESE PRESENTS,  
THAT WE,.....  
.....  
(hereinafter called the Principal) as Principal, and  
.....



(hereinafter called the Surety) as Surety, are held and firmly bound unto Her Majesty in right of Ontario

(hereinafter called the Obligee) in the sum of.....

Dollars (\$.....) of lawful money of Canada, to be paid unto the Obligee, her successors and assigns, for which payment well and truly to be made, I, the

said.....  
(name of Principal)

bind myself, my heirs, executors, administrators and assigns and we, the said.....  
(name of Surety)

bind ourselves, our successors and assigns jointly and firmly by these presents.

1. This bond may be cancelled by the Surety by giving to the Inspector of Legal Offices at least two months notice in writing of intention to cancel and it shall be deemed to be cancelled on the date stated in the notice, which date shall be not less than two months after receipt of the notice by the Inspector of Legal Offices.
2. For the purposes of every act or omission occurring during the period in which this bond is in force, this bond shall continue in force and shall remain on deposit for a period of two years after the revocation of the appointment of the Principal, as bailiff, or the cancellation of the bond, whichever occurs first.

SEALED with our Seals and dated this.....

day of....., 19....

NOW THE CONDITION of the above obligation is such that if the obligation does not by reason of any act, matter or thing at any time hereafter become or be forfeit under the Act, then the obligation shall be void, but otherwise shall be and remain in full force and effect.

Signed, Sealed and Delivered  
in the presence of

..... Principal.....  
..... Surety.....

Form 3

*The Bailiffs Act*

BOND BY GUARANTOR  
OTHER THAN GUARANTEE COMPANY

KNOW ALL MEN BY THESE PRESENTS,

THAT WE,.....

(hereinafter called the Principal) as Principal, and

(hereinafter called the Guarantor) as Guarantor, are held and firmly bound unto Her Majesty in right of Ontario (hereinafter called the Obligee) in the sum of

.....Dollars (\$.....) of lawful money of Canada, to be paid unto the Obligee, her successors and assigns, for which payment well and truly to

be made, I, the said.....  
(name of Principal)

bind myself, my heirs, executors and administrators and

I, the said.....  
(name of Guarantor)

guarantee the payment of the said sum of.....

Dollars (\$.....) to the Obligee and I, the said  
.....  
(name of Guarantor)

bind myself, my heirs, executors, administrators and assigns jointly and firmly by these presents and by

depositing with the Obligee.....  
as collateral security to this bond.

1. This bond may be cancelled by the Guarantor by giving to the Inspector of Legal Offices at least two months notice in writing of intention to cancel and it shall be deemed to be cancelled on the date stated in the notice, which date shall be not less than two months after receipt of the notice by the Inspector of Legal Offices.
2. For the purposes of every act or omission occurring during the period in which this bond is in force, this bond shall continue in force and the collateral security shall remain on deposit for a period of two years after the revocation of the appointment of the Principal, as bailiff, or the cancellation of the bond, whichever occurs first.

SEALED with our Seals and dated this.....  
day of....., 19....

NOW THE CONDITION of the above obligation is such that if the obligation does not by reason of any act, matter or thing at any time hereafter become or be forfeit under the Act, then the obligation shall be void, but otherwise shall be and remain in full force and effect.

Signed, Sealed and Delivered in the presence  
of

..... Principal.....

..... Guarantor.....





**REGULATION 67**

under The Barristers Act

**FEE FOR APPOINTMENT AS QUEEN'S COUNSEL**

1. The fee for letters patent under the Great Seal appointing persons provincial officers under the name of "Her Majesty's counsel learned in the law" for Ontario is \$100. R.R.O. 1960, Reg. 35, s. 1.



REGULATION 68

under The Beach Protection Act

GENERAL

LICENCES

1. A licence issued under section 2 of the Act shall be in Form 1. R.R.O. 1960, Reg. 36, s. 1.

2. Unless otherwise stated in the licence, each licence expires with the 31st day of March following the date of issue. R.R.O. 1960, Reg. 36, s. 2.

- 3.—(1) The licence fees are,
- (a) where the capacity of the vessel does not exceed 300 cubic yards, for every vessel..... \$ 25
  - (b) where the capacity of the vessel exceeds 300 cubic yards, for each vessel ..... 100
  - (c) in all other cases..... 10

(2) Where a licence is issued after the 30th day of September in any year, the fee is one-half of that specified in subsection 1. R.R.O. 1960, Reg. 36, s. 3.

4. An applicant for a licence shall, upon the request of the Minister, file a plan of the geographical area in which he desires to operate, indicating as nearly as possible the extent and nature of the deposit of sand, the depth of water covering it and the proposed method of taking sand. R.R.O. 1960, Reg. 36, s. 4.

5.—(1) A licensee shall make a return on or before the tenth day of each month showing the quantity of sand taken during the previous month.

(2) Where the licensee operates a drag-line or takes sand with equipment that is not mechanical equipment, the return shall be in Form 2.

(3) Where the licensee operates a dredging vessel, the return shall be in Form 3 verified by an affidavit in Form 4. R.R.O. 1960, Reg. 36, s. 5.

6. A licence does not give the licensee the exclusive right to take sand from any geographical area. R.R.O. 1960, Reg. 36, s. 6.

7. A licensee shall not interfere with the free use of any geographical area by the public for navigation or other purposes. R.R.O. 1960, Reg. 36, s. 7.

8. A licensee shall obey the instructions of the District Engineer of the Department of Public

Works of Canada or his representative as to the location on which dredging operations may be conducted and the depth to which excavation may be made. R.R.O. 1960, Reg. 36, s. 8.

9. A licence shall not be assigned or transferred without the consent in writing of the Minister. R.R.O. 1960, Reg. 36, s. 9.

BOND

10. A bond required to be given under subsection 3 of section 14 of the Act shall be the bond of a guarantee company as defined in *The Guarantee Companies Securities Act* and shall be in Form 5. R.R.O. 1960, Reg. 36, s. 10.

RETURNS

11. The captain, master or person in charge of a dredging vessel or equipment of any kind for taking or moving sand shall make, when and as often as required by the Minister a verified return in Form 6 of the quantity of sand taken or moved, giving dates, localities, quantities and points of delivery. R.R.O. 1960, Reg. 36, s. 11, *revised*.

12. The Minister or his agent may at any time enter upon any vessel, premises, plant or equipment of a licensee and shall have full and complete access to all his log-books or other books and all accounts, letters and records of all kinds used for or in respect of his operations in taking sand and may examine and take copies thereof or abstracts therefrom. R.R.O. 1960, Reg. 36, s. 12.

13. Section 9 of the Act applies to the areas described in the Schedule. R.R.O. 1960, Reg. 36, s. 13.

Form 1

*The Beach Protection Act*

LICENCE TO TAKE SAND

Fee..... No.....

Under *The Beach Protection Act* and the regulations, and subject to the limitations thereof, this licence is issued to ..... to take.....from the .....



within the geographical area described as follows:

.....  
.....

excepting therefrom that area lying within.....  
feet of the shore line with an operating plant known

as....., upon the condition  
that the licensee on or before the 10th day of each  
month pay to the Treasurer of Ontario a sum of

.....cents for every yard of.....  
removed from the geographical area herein described.

This licence expires with the 31st day of March,  
19....

.....  
Minster of Mines and Northern Affairs

Dated at Toronto, this....day of....., 19..

R.R.O. 1960, Reg. 36, Form 1, revised.

Form 2

The Beach Protection Act

RETURN OF SAND SALES

Licence No.....

Date of Sale	Purchaser	Quantity Cubic Yards	Municipal Sales	
			Name of Municipality	Quantity Cubic Yards

I certify that this return contains a full, true and  
complete record of all sand sold from the.....  
day of....., 19...., to the.....  
day of....., 19...., both inclusive.

.....  
(licensee)

R.R.O. 1960, Reg. 36, Form 2.

Form 3

The Beach Protection Act

RETURN OF SAND TAKEN OR MOVED BY.....

Licence No.....

Date of Removal	Name of Carrying Vessel	Cleared at Canadian Customs Port of	Date of Clearing	Delivered at Port of	Cu. Yds. of Material moved	Rate per Cubic Yard	Amount

Form 4

*The Beach Protection Act*

I, ..... of the  
..... of ..... in the  
..... of ....., make oath and say:

1. That the return annexed hereto numbered....  
contains a true, full and complete record of all sand  
taken or moved during the period from.....,  
19... to....., 19..., both inclusive,  
under Licence to Take Sand No.....

Sworn before me at the  
..... of .....  
in the ..... of ..... (signature of licensee,  
..... this ..... manager, agent, etc.,  
day of ..... as the case may be)  
19....

A Commissioner, etc.

R.R.O. 1960, Reg. 36, Form 4.

Form 5

*The Beach Protection Act*

BOND

KNOW ALL MEN BY THESE PRESENTS

THAT WE, .....  
(hereinafter called the Principal) as Principal, and  
.....  
(hereinafter called the Surety) as Surety, are held and  
firmly bound unto Her Majesty in right of Ontario,  
hereinafter called the Oblige, in the sum of

..... Dollars (\$.....) of lawful  
money of Canada, to be paid unto the Oblige, for which payment well and

truly to be made, I, .....  
(name of Principal)  
the Principal bind myself, my executors, adminis-  
trators, successors and assigns, and, We, .....  
....., the Surety bind ourselves,  
(name of Surety)

our successors and assigns jointly and firmly by these presents.

SEALED with our seals and dated this .....  
day of ....., 19....

WHEREAS the Minister of Mines and Northern  
Affairs for the Province of Ontario did on or about  
the ..... day of .....  
19... issue Licence No..... under *The*  
*Beach Protection Act* to.....

.....  
for the taking of sand from the geographical area de-  
scribed in the licence, subject to the payment to the  
Treasurer of Ontario of the sum of money therein  
stated and subject to certain other conditions and  
restrictions as by reference to the licence will more  
fully appear.

The total liability imposed upon the Principal or  
Surety by this Bond and any and all renewals  
thereof shall be concurrent and not cumulative and  
shall in no event exceed the sum written above or  
the amount substituted for such sum by any sub-  
sequent endorsement or renewal certificate.

AND WHEREAS the Principal has been required  
to give security for the payment of the sum as afore-  
said.

THE CONDITION of the above obligation is such  
that if the said obligation does not by reason of  
any act, matter or thing at any time hereafter be-  
come or be forfeit under *The Beach Protection Act*,  
the obligation shall be void but otherwise shall be  
and remain in full force and effect and shall be  
subject to forfeiture.

Signed, sealed and delivered	.....
in the presence of	Principal
.....	.....
.....	Surety

R.R.O. 1960, Reg. 36, Form 5, amended.

Form 6

*The Beach Protection Act*

RETURN

Return of sand taken or moved by.....  
operated in respect of Licence No..... issued to  
.....

from.....geographical area for  
the period commencing with the.....day of  
....., 19.... and ending on the .....  
day of....., 19....

Date of Delivery	Point of Delivery	Cargo Cubic Yards	Trip No.	Remarks

Sworn before me at the  
.....of.....  
in the.....of  
.....this.....  
day of.....  
19....  
A Commissioner, etc.

I hereby make oath and say  
that this return is a true, full  
and complete record of all  
sand taken or moved during  
the period set forth above.  
  
  
  
  
(captain, master or  
person in charge)

Schedule

1. That part of the shore of Lake Erie in the County of Essex lying in front of Lot 97 in the 1st Concession of the Township of Colchester South and the easterly 1500 feet of Lot 60 in the Township of Malden, including the allowance for road (town line) between the townships of Colchester South and Malden.
2. That part of the shore of Lake Erie in the County of Kent lying within the limits described as follows:  
  
BEGINNING at a point 700 feet east of the road allowance between lots 2 and 3 in the 4th Concession of Communication Road and extending easterly to the westerly limit of Lot 433, registered plan No. 421, which plan is a redivision of lots 1, 2, "E" and "F", in the 4th Concession of Communication Road, in the Township of Harwich, in the County of Kent, excepting therefrom the following area:  
  
BEGINNING at the road allowance between lots 2 and 3 in the 4th Concession west of Communication Road in the township; thence easterly 700 feet to where a post has been planted at the high-water mark of Lake Erie, being the place of beginning; thence southerly to the water's edge of Lake Erie; thence easterly along the water's edge 142 feet to a wooden groyne; thence northerly to the highwater mark; thence westerly thereon to the place of beginning.
3. That part of the shore of Lake Ontario lying within the limits of the former Township of Grant-ham in the former County of Lincoln, which now forms part of the City of St. Catharines and the Town of Niagara-on-the-Lake in the Regional Municipality of Niagara.



## REGULATION 69

### under The Beef Cattle Marketing Act

#### LICENCE FEES

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "plant operator" means a person operating a plant;
- (b) "public auction sale" means a sale or offering for sale of cattle by public auction;
- (c) "public auction sale operator" means a person engaged in the business of operating public auction sales. O. Reg. 327/68, s. 1.

##### ASSOCIATION

2. The Ontario Beef Improvement Association is designated as the association for the purposes of the Act and regulations thereunder. O. Reg. 327/68, s. 2.

##### LICENCES

3. A licence to sell cattle shall be in Form 1. O. Reg. 327/68, s. 3.

4. The licence fees payable respecting a licence in Form 1 shall be, in respect of each head of cattle sold,

- (a) 10 cents for each head of cattle that weighs 500 pounds or more, live weight; and
- (b) 5 cents for each head of cattle that weighs less than 500 pounds, live weight. O. Reg. 327/68, s. 4.

5. Subject to section 6, the holder of a licence in Form 1 shall pay the licence fees referred to in section 4 to the association. O. Reg. 327/68, s. 5.

6.—(1) Every plant operator and every public auction sale operator who receives cattle from a seller thereof shall deduct, from the moneys payable to the seller, the licence fees payable by the seller to the association respecting the cattle.

(2) On the 15th day of each month, a plant operator or a public auction sale operator shall forward to the association all licence fees deducted by him pursuant to subsection 1 respecting cattle received during the preceding calendar month together with a statement showing the number of cattle that were received that weighed 500 pounds or more, live weight, and the number of cattle that were received that weighed less than 500 pounds, live weight. O. Reg. 327/68, s. 6.

7. The association may recover licence fees owing to the association by suit in a court of competent jurisdiction. O. Reg. 327/68, s. 7.

##### REFUNDS

8.—(1) An application for a refund of licence fees shall,

- (a) be in writing;
- (b) be addressed to the association at its usual place of business;
- (c) be made within ninety days of the date of the sale of the cattle respecting which the licence fees were paid; and
- (d) include a statement in writing issued by the person who deducted the licence fees indicating the amount of licence fees deducted by him and forwarded to the association on behalf of the applicant.

(2) Where an applicant has complied with subsection 1, the association shall, within ninety days of receipt of the application, refund the licence fees paid by or on behalf of the applicant and for which application for refund was made. O. Reg. 327/68, s. 8.

##### EXEMPTIONS

9.—(1) Cattle are exempt from this Regulation where,

- (a) the cattle are, to the time of sale thereof, owned by a person who does not reside in Ontario;
- (b) the cattle are sold through a public auction sale that is organized for the purpose of selling only cattle for the production of milk;
- (c) the cattle are sold through a public auction sale that is organized for the purpose of selling only cattle for breeding;
- (d) the cattle are sold through a public auction sale in which all of the cattle that are sold or offered for sale are owned by the person on whose premises the public auction sale is held; or
- (e) the cattle are sold neither through a public auction sale nor to a plant operator.

(2) Persons who sell cattle that are, for such sale, exempt under subsection 1, are, in respect of those cattle so sold, exempt from this Regulation. O. Reg. 327/68, s. 9.

Form 1

*The Beef Cattle Marketing Act*

LICENCE TO SELL CATTLE

Under *The Beef Cattle Marketing Act* and the regulations, and subject to the limitations thereof,

this licence is issued to.....  
(name)  
of.....  
(address)  
to sell cattle.  
Dated at Toronto, this....day of....., 19....  
THE ONTARIO BEEF IMPROVEMENT ASSOCIATION:  
.....  
(President)  
.....  
(Secretary)  
O. Reg. 327/68, Form 1.

## REGULATION 70

### under The Beef Cattle Marketing Act

#### WEIGHING OF BEEF CARCASSES

##### 1. In this Regulation,

- (a) "beef carcass" means the carcass of a head of beef cattle;
- (b) "grade" means the grade of a beef carcass under *The Farm Products Grades and Sales Act* or the *Livestock and Livestock Products Act* (Canada);
- (c) "head of beef cattle" means a head of cattle, other than a calf, that has been sold by the producer thereof to an operator for a price calculated on the basis of the weight of the carcass thereof;
- (d) "internal fat" includes brisket fat, channel fat, cod fat, heart fat, kidney fat, pelvic fat and udder fat;
- (e) "operator" means a person operating a plant and includes his agent or employee;
- (f) "sale weight" means the weight of a beef carcass less any tare in respect thereof;
- (g) "tare" means an allowance for the weight of materials and equipment that are weighed with a beef carcass but do not form part thereof. O. Reg. 291/69, s. 1.

2. Where a beef carcass is weighed to determine its sale weight, the operator shall weigh the entire beef carcass without removing any portion thereof other than,

- (a) the hide;
- (b) that part of the head and neck forward of the first cervical joint;
- (c) that part of the fore-shanks below the knee joint;
- (d) that part of the hind-shanks below the hock joint;
- (e) the alimentary canal, liver, kidneys, spleen, genital tract and genitalia, mammary system, heart and lungs;

(f) the spinal cord;

- (g) internal fat that is in excess of that normally present on a carcass that is trimmed in accordance with good commercial practice;
- (h) the tail beyond the first coccygeal vertebrae; or
- (i) any portion of the beef carcass, the removal of which is required under *The Meat Inspection Act* (Ontario), the *Meat Inspection Act* (Canada) or any regulations made under either of them. O. Reg. 291/69, s. 2.

3.—(1) No operator shall deduct any allowance in respect of shrinkage or any tare in calculating the sale weight of a beef carcass other than, a tare respecting equipment used for carrying, forming or supporting the beef carcass while it is being weighed. O. Reg. 291/69, s. 3 (1), *amended*.

(2) Where a tare is deducted from the weight of a beef carcass, the operator shall not, in respect of the beef carcass, deduct a total tare that varies by more than one pound from the actual weight of the materials and equipment in respect of which the tare was deducted. O. Reg. 291/69, s. 3(2); O. Reg. 288/70, s. 1.

4. An operator shall weigh a beef carcass to determine its sale weight before the beef carcass is placed in a cooler. O. Reg. 291/69, s. 4.

5. Where an operator makes payment to a seller for a head of beef cattle, he shall provide the seller with a statement in writing setting forth the sale weight of the carcass thereof and the price per pound of sale weight at which the head of beef cattle was sold. O. Reg. 291/69, s. 5.

6.—(1) Every operator shall make a written or printed record, in at least two copies, of the sale weight and grade of every beef carcass.

(2) Every operator shall, within fourteen days after the date of payment for a head of beef cattle and upon demand made during business hours, produce to the seller of the head of beef cattle the record referred to in subsection 1 in respect of the carcass thereof. O. Reg. 291/69, s. 6.





REGULATION 71

under The Bees Act

GENERAL

REGISTRATION

1. The Provincial Apiarist shall keep a register of all bee-keepers in Ontario showing the name and address of each bee-keeper, the location of each apiary and the number of colonies of bees kept by each bee-keeper. R.R.O. 1960, Reg. 37, s. 1.

2.—(1) An application for a certificate of registration to keep bees shall be in Form 1.

(2) The fee payable for a certificate of registration is \$1 for each apiary but not exceeding a total of \$5.

(3) A certificate of registration shall be in Form 2. R.R.O. 1960, Reg. 37, s. 2.

RECORDS

3.—(1) The records kept by every bee-keeper shall show,

- (a) the location of each apiary;
- (b) the period of time the apiary is at each location; and
- (c) the number of colonies in each apiary.

(2) The records kept by every person who sells bees shall show,

- (a) the name and address of every person to whom he sells bees or package bees;
- (b) the quantity of bees or package bees sold;
- (c) the date of shipment of the bees or package bees; and
- (d) the place from which the bees or package bees were shipped. R.R.O. 1960, Reg. 37, s. 3.

RETURNS BY BEE-KEEPERS

4.—(1) Every person who sells bees shall make a return to the Provincial Apiarist in writing stating the name and address of the buyer, the quantities of bees or package bees sold and the date of shipment of each quantity.

(2) The return shall be made within thirty days of the date of sale of the bees or package bees. R.R.O. 1960, Reg. 37, s. 4.

REPORT OF INSPECTOR

5.—(1) Subject to subsection 3, each inspector shall report to the Provincial Apiarist within ten days of each inspection of an apiary.

(2) The report of an inspector shall be in Form 3.

(3) Where an inspector finds colonies of bees infected with American foul brood, he shall immediately notify in writing the Provincial Apiarist of the location and number of the colonies so infected and the name and address of the owner. R.R.O. 1960, Reg. 37, s. 5.

ORDER OF INSPECTOR

6. An order of an inspector under subsection 1 or subsection 2 of section 5 of the Act shall be in Form 4. R.R.O. 1960, Reg. 37, s. 6.

PERMITS

7. A permit under subsection 1 of section 12 of the Act shall be in Form 5. R.R.O. 1960, Reg. 37, s. 7.

8. A permit under section 13 of the Act shall be in Form 6. R.R.O. 1960, Reg. 37, s. 8.

Form 1

The Bees Act

APPLICATION FOR A CERTIFICATE OF REGISTRATION TO KEEP BEES

To the Provincial Apiarist,  
University of Guelph,  
Guelph, Ontario.

I, .....  
(name of applicant)

.....  
(address of applicant)

in the County, etc., of.....make application under *The Bees Act* for a certificate of registration to keep bees for the year ending with the 31st day of

May, 19.... and in support of this application the following facts are stated:

- 1. I am the owner or person in possession of.....  
(state number)  
colonies.





Remarks: (specify inspection No.) .....

Date of report.....

.....  
(signature of inspector)

R.R.O. 1960, Reg. 37, Form 3.

**Form 4**

*The Bees Act*

**ORDER OF INSPECTOR  
UNDER SECTION 5 OF THE ACT**

To.....  
(name of bee-keeper)

.....  
(address)

Upon inspection on the.....day of.....,  
19.... of bees, hives or equipment pertaining to the  
keeping of bees owned by you at.....  
(location)

\*I found as follows:

- 1. Disease of a virulent type exists in the bees.
- 2. Disease not of a virulent type exists in the bees.
- 3. Causal organisms of disease of a virulent type exist in or on hives or equipment pertaining to the keeping of bees.
- 4. Causal organisms of disease not of a virulent type exist in or on hives or equipment pertaining to the keeping of bees.

Under subsection.....of section 5 of the Act,  
(insert 1 or 2)

you are hereby ordered

.....  
(state whether to disinfect the bees, hives or

.....  
equipment and give description and give manner of

.....  
disinfection, or to destroy by fire the bees, hives

.....  
or equipment and give description)

This order shall be complied with on or before the  
.....day of....., 19....

Dated at....., Ontario, this.....  
day of....., 19....

.....  
(signature of inspector)

\*Strike out paragraphs not applicable and initial  
deletions.

R.R.O. 1960, Reg. 37, Form 4.

**Form 5**

*The Bees Act*

**UNDER SUBSECTION 1 OF SECTION 12  
OF THE ACT**

Permit No.....

Under subsection 1 of section 12 of the Act  
this permit is issued to.....  
(name)

.....  
(address)

.....  
(state whether to sell or remove or cause to be removed)

from his premises, the bees, hives or equipment  
pertaining to the keeping of bees described as  
follows:

.....  
the bees, hives or equipment (as the case may be)

were inspected and found to be free from disease or infection.

This permit expires with the.....day of  
....., 19....

Dated at Guelph, Ontario, this.....day of  
....., 19....

.....  
(Provincial Apiarist)

R.R.O. 1960, Reg. 37, Form 5.

**Form 6**

*The Bees Act*

PERMIT UNDER SECTION 13 OF THE ACT

Permit No.....

Under section 13 of the Act this permit is issued

to .....  
(name)

.....  
(address)

.....  
(state whether to receive or transport)

bees other than package bees or used hives or used equipment pertaining to the keeping of bees obtained from outside Ontario described as follows:

to .....  
(state location at which bees, used hives or used

.....  
equipment are to be received)

I am satisfied that such bees are free from disease and that such used hives or used equipment are not infected.

Dated at Guelph, Ontario, this.....day of  
....., 19....

.....  
(Provincial Apiarist)

R.R.O. 1960, Reg. 37, Form 6.

## REGULATION 72

### under The Bills of Sale and Chattel Mortgages Act

#### CHATTEL MORTGAGES

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "branch filing office" means a branch office of the registration system under *The Personal Property Security Act* and includes the office of the clerk of each county or district court;
- (b) "central filing office" means the central office of the registration system under *The Personal Property Security Act*;
- (c) "collateral" means goods and chattels that are the subject matter of a mortgage;
- (d) "consumer goods" means goods and chattels that are used or acquired for use primarily for personal, family or household purposes;
- (e) "debtor" means a person who owes payment or other performance of the obligation under a mortgage;
- (f) "equipment" means goods and chattels that are not inventory or consumer goods;
- (g) "inventory" means goods and chattels that are held by a person for sale or lease;
- (h) "motor vehicle" means an automobile, motorcycle, motorized snow vehicle or any other vehicle propelled or driven otherwise than by muscular power, but does not include the cars of electric or steam railways, or other vehicles running only upon rails, traction engine, farm tractor, self-propelled implement of husbandry or road-building machine;
- (i) "recorded" means,
  - (i) when used in respect of a mortgage or other instrument that it is registered and when tendered for registration was accompanied by a financing statement or financing change statement, and
  - (ii) when used in respect of the name of a debtor, secured party or assignee,

A. the name as set out in the financing statement or financing change statement

that accompanied a mortgage or other instrument tendered for registration, or

B. the amended name as set out in a financing change statement, described as an amendment, that is filed;

(j) "registering agent" means the person who is acting as agent for the secured party when submitting a statement to the office of the clerk of a county or district court but does not include a clerk or other employee of the secured party;

(k) "secured party" means a person to whom is owed payment or other performance of an obligation under a mortgage and includes the mortgagee or his assignee. O. Reg. 494/70, s. 1.

##### FORM OF STATEMENT AND WHEN REQUIRED

2.—(1) Where this Regulation requires or permits a statement to accompany a mortgage or other instrument tendered for registration, the form of statement to be used shall be the form of financing statement or financing change statement provided or approved by the registrar.

(2) Each line, except the lines described on the financing statement as the error correction lines, on which information is to be set out in a financing statement or financing change statement shall be numbered. O. Reg. 494/70, s. 2(1, 2).

(3) Except as provided in sections 7 and 8, where this Regulation requires that a mortgage or other instrument tendered for registration be accompanied by a financing statement or financing change statement, the mortgage or other instrument shall be accompanied by the statement when tendered for registration. O. Reg. 494/70, s. 2(3), *amended*.

##### REGISTRATION OF A MORTGAGE

3. A mortgage tendered for registration shall be accompanied by a financing statement. O. Reg. 494/70, s. 3.

#### 4.—(1) A financing statement,

(a) shall set out,

(i) the name of the debtor and, where the debtor is an individual person, his date of birth and sex,



- (ii) the address of the debtor,
- (iii) the name of the secured party,
- (iv) the address of the secured party,
- (v) the classification of the collateral as consumer goods, inventory or equipment,
- (vi) whether a motor vehicle is or is not included in the collateral,
- (vii) whether book debts are or are not included in the collateral, and
- (viii) whether the principal amount secured does or does not exceed \$25,000; and

(b) may set out the name and address of the registering agent, if any.

(2) Where the collateral includes a motor vehicle, the motor vehicle,

(a) shall, where it is classified as consumer goods; and

(b) may, where it is not classified as consumer goods,

be described on either lines numbered 11 or 12 on the financing statement, and the description shall include the last two digits of the model year, if any, the make, or if none, the name of the manufacturer, the body style, if any, and the serial number which may include the model number.

(3) Collateral, other than a motor vehicle classified as consumer goods, may be described on any of the lines numbered 13, 14 and 15 on the financing statement. O. Reg. 494/70, s. 4.

#### GOODS BROUGHT INTO ONTARIO

5. A mortgage tendered for registration under section 6 of the Act shall be accompanied by a financing statement, designated as a caution filing, which shall set out the information required by section 4, but the date of birth of the debtor need not be set out. O. Reg. 494/70, s. 5.

#### GOODS PERMANENTLY REMOVED TO ANOTHER COUNTY

6.—(1) A certified copy of a mortgage tendered for registration under section 23 of the Act in respect of a mortgage that is recorded shall be accompanied by,

(a) a financing statement; and

(b) a copy of the financing statement that accompanied the mortgage at the time of registration and a copy of the financing

change statement that accompanied any recorded instrument that relates to the mortgage.

(2) Where the financing statement referred to in clause *b* of subsection 1 is,

(a) designated as a caution filing or transition filing, the financing statement referred to in clause *a* of subsection 1 shall be designated as a caution filing or transition filing, as the case may be, and shall set out the information required by section 4, but the date of birth of the debtor need not be set out; or

(b) not designated as a caution filing or transition filing, the financing statement referred to in clause *a* of subsection 1 shall set out the information required by section 4. O. Reg. 494/70, s. 6.

7. A certified copy of a mortgage tendered for registration under section 23 of the Act in respect of a mortgage that is not recorded,

(a) may, when tendered before the 1st day of March, 1972; and

(b) shall, when tendered on or after the 1st day of March, 1972,

be accompanied by a financing statement, designated as a transition filing, which shall set out the information required by section 4, but the date of birth of the debtor need not be set out. O. Reg. 494/70, s. 7.

#### REGISTRATION OF RENEWAL

8. A renewal statement tendered for registration in respect of a mortgage that is not recorded,

(a) may, when tendered before the 1st day of March, 1972; and

(b) shall, when tendered on or after the 1st day of March, 1972,

be accompanied by a financing statement, designated as a transition filing, which shall set out the registration number of the mortgage and the information required by section 4, but the date of birth of the debtor need not be set out. O. Reg. 494/70, s. 8.

9. A renewal statement tendered for registration in respect of a mortgage that is recorded shall be accompanied by a financing change statement, designated as a renewal, which shall set out the information required by section 19. O. Reg. 494/70, s. 9.

## REGISTRATION OF DISCHARGE

**10.** A discharge tendered for registration in respect of a mortgage that is recorded shall be accompanied by a financing change statement, designated as a discharge, which shall set out the information required by section 19. O. Reg. 494/70, s. 10.

**11.—(1)** A partial discharge of mortgage tendered for registration in respect of a mortgage that is recorded shall be accompanied by a financing change statement designated as a partial discharge, which,

- (a) shall set out the information required by section 19;
- (b) shall, where the collateral that is discharged is or includes a motor vehicle classified as consumer goods, set out a description of the motor vehicle; and
- (c) may set out a description of any other collateral.

(2) Where a motor vehicle is described on lines numbered 11 or 12 on the financing change statement referred to in subsection 1, the description shall include the last two digits of the model year, if any, the make, or if none, the name of the manufacturer, the body style, if any, and the serial number which may include the model number. O. Reg. 494/70, s. 11.

## REGISTRATION OF ASSIGNMENT

**12.** An assignment of the interest of a secured party tendered for registration in respect of a mortgage that is recorded shall be accompanied by a financing change statement, designated as an assignment by a secured party, which shall set out,

- (a) the information required by section 19; and
- (b) the name and address of the assignee. O. Reg. 494/70, s. 12.

**13.** Where an assignment of the interest of a secured party is contained in a mortgage or is attached thereto, the name of the assignee may be set out in the accompanying financing statement as the secured party. O. Reg. 494/70, s. 13.

## AMENDMENT OF INFORMATION

**14.—(1)** A financing change statement, signed by the secured party, to amend information set out in a financing statement or financing change statement,

- (a) which was incorrectly transcribed onto a financing statement or financing change statement;
- (b) in respect of the address of the debtor or of the secured party;

- (c) in respect of the name of the debtor or of the secured party where the name has been changed through legal process;
- (d) in respect of the date of birth or sex of the debtor;
- (e) in respect of the classification of the collateral;
- (f) in respect of whether a motor vehicle is or is not included in the collateral;
- (g) in respect of whether book debts are or are not included in the collateral; or
- (h) in respect of whether the principal amount secured exceeds \$25,000,

may be tendered for filing in the office of the clerk of the county or district court where the mortgage is registered at any time during the period the registration of the mortgage is effective.

(2) The financing change statement referred to in subsection 1 shall be described as an amendment and shall set out,

- (a) the registration number shown in the financing statement or financing change statement containing the information to be amended;
- (b) the name of one of the debtors as it is recorded, or where information as to the name, address, date of birth or sex of one of two or more debtors is to be amended, the name of that debtor as it is recorded;
- (c) the number of the line in the financing statement or financing change statement containing the information to be amended;
- (d) the line of information to be substituted for the line referred to in clause c of this subsection; and
- (e) a brief statement of the reason for the amendment. O. Reg. 494/70, s. 14.

## PARTICULARS OF CONTENT OF FORMS

**15.** The name of a debtor, secured party or assignee in a financing statement or financing change statement shall be set out to show,

- (a) where the debtor, secured party or assignee is an individual person, the first given name, followed by the initial of the second given name, if any, followed by the surname; or
- (b) where the debtor, secured party or assignee is not an individual person, the name of the partnership or corporation, or as the case may be. O. Reg. 494/70, s. 15.



16. The registrar may assign a number to a person and the number may be set out in a financing statement or financing change statement with or in lieu of the name and address of the person. O. Reg. 494/70, s. 16.

17. The date of birth in a financing statement or financing change statement shall be set out to show,

- (a) the day of the month in numerals;
- (b) the first three letters of the name of the month; and
- (c) the last two digits of the number of the year. O. Reg. 494/70, s. 17.

18. The address of a debtor, secured party or assignee in a financing statement or financing change statement,

- (a) shall set out one of,
  - (i) the street number, if any, the street name, if any, and the name of the municipality;
  - (ii) the name of the municipality and the rural route number;
  - (iii) the name of the municipality, the postal station, if any, and the box number; or
  - (iv) the lot number, concession number and the name of the township;
- (b) may set out the apartment or suite number;
- (c) may set out the postal zone number; and
- (d) shall set out the name of the province, territory or state in abbreviated form that does not exceed four alphabetic characters. O. Reg. 494/70, s. 18.

19. A financing change statement, other than a statement described as an amendment, shall set out,

- (a) the registration number; and
- (b) the name of one of the debtors,

as set out in the statement accompanying the last instrument recorded that relates to the mortgage or if none, as set out in the statement accompanying the recorded mortgage. O. Reg. 494/70, s. 19.

#### APPROVED FORMS

20. Any person may apply to the registrar for approval of the form of a financing statement or financing change statement and the registrar may approve the form or may approve its use for a limited time only or may otherwise qualify his approval and may require that the approval or any qualification of the approval be printed on the form. O. Reg. 494/70, s. 20.

#### PROCEDURE

21.—(1) A financing statement or financing change statement that is submitted to the clerk of a county or district court shall be submitted in duplicate or in triplicate, unseparated, and the original shall be known as the central filing office copy, the first copy shall be known as the branch filing office copy and the second copy, if any, shall be known as the registrant's copy.

(2) Where a statement referred to in subsection 1 is accepted by the clerk, the clerk shall number the statement, separate the copies, forward the central filing office copy to the central filing office, attach the branch filing office copy to the mortgage or other instrument and return the registrant's copy, if any, to the registrant at the office of the clerk.

(3) Where a registrant requests the return to him of the registrant's copy of the statement referred to in subsection 1 by post and provides a prepaid, addressed envelope, the clerk shall comply with the request. O. Reg. 494/70, s. 21.

#### MANNER OF RECORDING

22.—(1) The information required or permitted by this Regulation to be set out in a financing statement shall be recorded in the statement in a manner suitable for conversion by the technique known as optical character recognition and, without limiting the generality of the foregoing,

- (a) the information shall be clearly, neatly and legibly typewritten or machine printed in black ink without erasures, interlineation or alterations;
- (b) alphabetic characters shall be in upper case only; and
- (c) the information shall be without punctuation marks or symbols,

but where the type style known as Perry font is used, lower case letters, punctuation marks and symbols may be used.

(2) An error made in transcribing information onto a financing statement in respect of,

- (a) the name or address of a debtor;
- (b) the name or address of a secured party;
- (c) the description of the collateral; or
- (d) the name or address of a registering agent,

may be corrected before the statement is submitted with a mortgage or other instrument tendered for registration by typing an "X" in the column described on the statement as the error correction column on the line containing the error and typing the correct line of information on either of the lines described on the statement as error correction lines together with the line number of the line that is corrected. O. Reg. 494/70, s. 22.



REGULATION 73

under The Bills of Sale and Chattel Mortgages Act

FEEs CONCERNING BILLS OF SALE

1. In this Regulation, "conveyance" means a sale of goods and chattels, which is in writing, not accompanied by an immediate delivery and followed by an actual and continued change of possession of the goods and chattels sold. O. Reg. 544/70, s. 1.

2. The fee to be paid on the registration of a conveyance is \$2. O. Reg. 544/70, s. 2.

3. The fees to be paid in respect of the following matters are:

- 1. For a search..... \$ .50
- 2. For a certificate of registration.... .50
- 3. For copies of documents, each page .50
- 4. For production of a conveyance for inspection..... .10

O. Reg. 544/70, s. 3.



REGULATION 74

under The Blind Persons' Allowances Act

GENERAL

1.—(1) Application for an allowance shall be made in writing to the Director in Form 1.

(2) The application shall be supported by a statutory declaration of the applicant or person making the application on behalf of the applicant in the form endorsed on Form 1.

(3) The application shall be accompanied by,

(a) a statutory declaration in Form 2 made by a reliable and disinterested person, other than the applicant, as to the residence in Canada of the applicant; and

(b) a consent to inspect assets in Form 3. R.R.O. 1960, Reg. 38, s. 1.

2. An investigator shall, at the request of the Director, investigate and report in writing to the Director upon,

(a) the persons and their circumstances in relation to the conditions specified in any agreement made under section 2 of the Act; and

(b) any matter in respect of allowances. R.R.O. 1960, Reg. 38, s. 2.

3. A local authority shall, without charge to the applicant,

(a) obtain the necessary information for and complete Form 1 and Form 2; and

(b) attend upon execution and send the executed forms to the Director. R.R.O. 1960, Reg. 38, s. 3.

4. A recipient, other than a recipient who is an Indian and eligible for medical services under the *Indian Act* (Canada), is entitled without cost to receive medical services provided under any agreement in writing in force from time to time between the Crown in right of Ontario and the Ontario Medical Association. R.R.O. 1960, Reg. 38, s. 4.

Form 1

*The Blind Persons' Allowances Act*

APPLICATION FOR ALLOWANCE

1. NAME OF APPLICANT

--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--

Given Name(s)

ADDRESS

Number, Street or Rural Route	City, Town, Village or P.O., Township	County, etc.
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If Married Woman—Give Maiden Name	Has name been changed other than by marriage?
	Yes <input type="checkbox"/> No <input type="checkbox"/> Former Name.....



2. MARITAL STATUS

SINGLE <input type="checkbox"/>						
MARRIED <input type="checkbox"/>	Date	Place	WIDOWED <input type="checkbox"/>	Date	Place	
Is Applicant living with spouse? Yes <input type="checkbox"/> No <input type="checkbox"/>			DIVORCED <input type="checkbox"/>			
			SEPARATED <input type="checkbox"/>			
Previous Marriages?	Applicant Spouse	Yes <input type="checkbox"/> No <input type="checkbox"/>	DESERTED <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>				

3. PERSONAL DATA

Given Name(s)	Place of Birth	Birthdate	Proof	Sex	Occupation
A. APPLICANT					
B. SPOUSE					

4. FAMILY —especially parents, and all living sons and daughters

Relationship	Full Name	Address	Living	Deceased
MOTHER	Maiden Name			
FATHER				
			Age	Contributions
				Yes No

5. RESIDENCE

Province or Country	Municipality	Postal Address	Dates	
			From	To
Address in August, 1940:				

If born outside Canada, state date of arrival in Canada:

6. REAL PROPERTY

A. Property and Location:	A.	O.	R.	Assessed Value	MORTGAGES			TAXES			Fire Insurance	
	S.	LL.	V. O.		Full Amount	Principal Payment	Interest	Year	Arrears	Paid By	Yearly	Paid By
1.				\$	\$	\$	%	\$	\$		\$	
2.												
3.												

Give details of mortgages below:

B. Transfer of property

1. Have any properties—real or personal—been transferred within 5 years, by gift, sale, quit claim, or foreclosure?   Applicant   Yes ☐ No ☐   Spouse   Yes ☐ No ☐
2. Is maintenance of any kind being received as a result of any such transfer?   Yes ☐ No ☐

7. LIVING CONDITIONS AND EXPENSES

A. Where maintaining own quarters, describe, give number of rooms and complete expenses.							
Type					Rooms		
Monthly living expenses							
Cost of		Monthly Amount	Paid By	Cost of	Monthly Amount	Paid By	
Rent or Taxes —on occupied property				Coal Oil			
Mortgage Interest—on occupied property				Fuel			
Fire Insurance —on occupied property				Telephone			
Water				Other			
Electricity							
Gas							
B.		Applicant		Spouse		Monthly Amount	
		Yes	No	Yes	No	A. \$ S. \$	
1. Boarding?							With whom, and relationship?
2. Is board free?							If yes, reason ;
3. If allowance granted, will board be paid?						A. \$ S. \$	If no, why?
4. If no fixed board paid, any other contribution?						A. \$ S. \$	If yes, in what way?
C.							
In Hospital, Nursing Home or other Institution?		Yes	No	Yes	No	A. \$ S. \$	Paid by, relationship, and from what date?
Name of Institution: Type:							
Details				Full Amount charged to patient \$			



8. EMPLOYMENT

A. Work	Applicant	Spouse
1. Working? If yes, state rate	Yes <input type="checkbox"/> No <input type="checkbox"/> \$	Yes <input type="checkbox"/> No <input type="checkbox"/> \$
2. Total earnings last 12 months. State if full, part-time or seasonal	\$	\$
3. If working at odd jobs, is there more than one employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Will earnings (2) continue at same rate? If no, estimate.	Yes <input type="checkbox"/> No <input type="checkbox"/> \$	Yes <input type="checkbox"/> No <input type="checkbox"/> \$
5. If estimate shows an increase or decrease, state reason.		
6. If applicant or spouse NOT working, state reason and date work ceased.		
7. If work became available would applicant or spouse accept it?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
B. Unemployment Insurance	Applicant	Spouse
Has applicant or spouse ever contributed to unemployment insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, show Unemployment Insurance Number No.		No.

9. PUBLIC ASSISTANCE

List assistance currently received or previously applied for, including Old Age Assistance, Blind Persons' Allowance, Disabled Persons' Allowance:

Check for each item below:	Type	A. or S.	Date begun or applied for	Amount
Unemployment Relief Yes <input type="checkbox"/> No <input type="checkbox"/>				\$
O.A.A., O.A.S., B.P.A.,				
D.P.A., Rehab., M.A.,				
Family Allowances,				
Workmen's Compensation,				
Indian Relief, Post San Care,				
U.S. Social Security				

## 10. MILITARY SERVICE AND ALLOWANCES

	Applicant		Spouse	
1. Service in the armed forces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. If yes, give service number Also—was such service in a theatre of war?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does applicant or spouse receive, (a) a pension under the <i>Pension Act</i> (Canada)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(b) an allowance under the <i>War Veterans' Allowances Act</i> (Canada)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does applicant or spouse EXPECT any pension under either of these Acts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Does applicant or spouse receive any assigned service pay?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 11. OTHER INCOME

A. Roomers, Boarders, Rentals	Name	A.S.	Amount	Weekly	Monthly
B. Check for each item below	Type and Details	A.S.	Amount	Weekly	Monthly
Annuities, Superannuation, Contributions, Sick Benefits, Maintenance Agreement, Business Profits, Farm Revenue, etc.					
C. The means of subsistence of the applicant and spouse is:					
D. Is any future income expected from any source?    Yes <input type="checkbox"/> No <input type="checkbox"/>					

## 12. ESTATE OF DECEASED SPOUSE

1. Was there any estate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Was there a Will?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Was probate or letters of administration applied for?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Name and address of executor or administrator, or reason none appointed:		
5. Attach copy of surrogate court record, executor's statement or explain:		

13. ASSETS

Check for each item shown and give full description of any held by applicant or spouse

Type	Yes	No	Description	A.S.	Value
1. Cash on hand					
2. Bank Accounts					
3. Postal Savings					
4. Credit Union					
5. Safety Deposit Box					
6. Bonds, Stocks, Shares					
7. Securities					
8. Mortgage Receivable					
9. Loans, Notes					
10. Accounts Collectable					
11. Money in Trust					
12. Money held for Children					
13. Automobile or Truck					
14. Interest in Business					
15. Other					
16. Other					

Are any future assets (such as unadjusted claims, insurance, an inheritance, or lawsuit pending) expected?  
Yes ☐ No ☐

INSURANCE

Policy No.	A.S.	Premiums paid by	Name and Address of Company	Beneficiary	Relationship	Value

14. DEBTS

Name of Creditor	Details	Verified		Amount
		Yes	No	

15. DISABILITY

Date applicant first considered himself to be—	A. Permanently and totally disabled? B. Blind?
A. Nature of disability. Applicant's occupation prior to becoming disabled, if any?	
B. Cause of blindness or impaired vision.	
C. Is spouse sighted <input type="checkbox"/> or blind <input type="checkbox"/>	

16. TRUSTEE

Is applicant capable of handling the allowance? Yes ☐ No ☐

ADDITIONAL EXPLANATIONS REGARDING ITEMS 1 TO 16:




STATUTORY DECLARATION SUPPORTING APPLICATION  
FOR ASSISTANCE OR AN ALLOWANCE

CANADA  
PROVINCE OF ONTARIO  
TO WIT:

IN THE MATTER OF *The Blind Persons' Allowances Act*

- I, \_\_\_\_\_, solemnly declare:
1. I am the applicant named in the foregoing application for assistance or an allowance (or the person making application on behalf of the applicant).
  2. All the statements in the foregoing application are true to the best of my knowledge and belief and no information required to be given has been concealed or omitted.
  3. And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the.....of.....,  
this.....day of....., 19....

.....  
(signature)

.....  
A Commissioner, etc.

The following forms, documents and certificates are attached:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIELD WORKER'S VERIFICATION

I certify that I have verified, to the best of my ability, the following information given by the applicant in completing this application:

1. Residence, as shown in item 5.

2. Real property, as shown in item 6.

3. Living expenses, as shown in item 7.
4. Income, as shown in items 8, 9, 10 and 11.

5. Personal property, as shown in item 13.

.....  
(date)

.....  
(Field Worker's Signature)

.....  
(District Office No. )

Form 2

The Blind Persons' Allowances Act

DECLARATION AS TO RESIDENCE OF APPLICANT

CANADA  
ONTARIO  
TO WIT:

IN THE MATTER OF THE *BLIND PERSONS' ALLOWANCES ACT*

and

In the matter of the application of

.....

for assistance or an allowance.

I,....., of.....  
(address)

in the Province of.....solemnly declare:

1. THAT I have resided in Canada for.....years and in.....since.....  
(province)
2. THAT I am acquainted with the above-named applicant and he (she) has, to my personal knowledge, resided at the places listed for the periods of time as follows:

Province or Country	Municipality	Postal Address	Dates	
			From D. M. Y.	To D. M. Y.

3. THAT I.....a relative of the applicant, and I am a disinterested person.  
(am or am not)  
If a relative, state relationship.....

4. THAT for the following reasons I know the above-mentioned applicant has resided in the places and for the periods listed above:

.....  
.....

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the.....  
of.....this.....  
day of....., 19.....  
.....  
A Commissioner, etc.

.....  
(signature)

Form 3

*The Blind Persons' Allowances Act*

CONSENT TO INSPECT ASSETS

I, ....., an applicant for an allowance under *The Blind Persons' Allowances Act*, and I, ....., spouse of the above applicant, consent that:  
(complete only where applicable)

1. Any person authorized under the Act inspect and have access to any account held by me alone or jointly, in any bank, trust company or other financial institution or to any assets held in trust for me by any person, or any records relating to any of them.
2. Any person authorized under the Act secure information in respect of any life or accident insurance policy on my late spouse,.....  
(complete only where applicable)

Dated at ....., this.....day of ....., 19.....  
.....  
(signature of applicant)

.....  
(witness)

.....  
(address)

Dated at ....., this.....day of ....., 19.....  
.....  
(signature of spouse where applicable)

.....  
(witness)

.....  
(address, if different)



## REGULATION 75

### under The Boilers and Pressure Vessels Act

#### GENERAL

#### INTERPRETATION

#### 1. In this Regulation,

- (a) "Canadian Registration Number" means the registration number given under section 10 to a boiler or pressure vessel;
- (b) "compressed-air plant" means a plant in which pressure vessels contain, distribute or otherwise handle air under a pressure of more than fifteen pounds;
- (c) "compressed-gas plant" means a plant in which pressure vessels may be used for compressed gas but does not include a refrigeration plant;
- (d) "direct expansion coils" means the piping in which liquid refrigerant is vaporized to produce ice in a rink for hockey, skating or curling;
- (e) "head" means,
  - (i) when used in respect of a fire-tube boiler, the plate into which the ends of the tubes are fitted,
  - (ii) when used in respect of a water-tube boiler, the plate closing the ends of the drum, and
  - (iii) when used in respect of a pressure vessel, the plate closing the part in which the gas, vapour or liquid is under pressure;
- (f) "heat exchanger" means a pressure vessel under pressure of more than fifteen pounds used exclusively for transferring heat from one substance to another;
- (g) "locomotive boiler" means a high pressure boiler that may be used to furnish motive power for travelling on rails;
- (h) "miniature boiler" means a boiler having a shell,
  - (i) with an inside diameter not greater than sixteen inches,
  - (ii) with an over-all length not greater than forty-two inches measured from outside to outside of the heads at their centres,
  - (iii) with a water-heating surface not more than twenty square feet, and
  - (iv) with a maximum working pressure not greater than one hundred pounds;
- (i) "oil-refining plant" means a plant in which the pressure vessels may be used for separating, evaporating, cracking, desalting, purifying or refining oil or of any of its constituents;
- (j) "power boiler" means any high pressure boiler other than a locomotive boiler or a miniature boiler;
- (k) "power rating" means,
  - (i) when used in respect of a compressed-air plant or compressed-gas plant, the total horse-power of the machinery-units driving the compressors,
  - (ii) when used in respect of an electric boiler in a steam plant, the quotient obtained by dividing the total maximum capacity of the heating elements in kilowatts by ten, or
  - (iii) when used in respect of a boiler in a steam plant, other than an electric boiler, the quotient obtained by dividing the total heating surface of the boiler in square feet by ten;
- (l) "pressure piping" means piping in which a pressure of more than fifteen pounds is exerted internally;
- (m) "steam plant" means a plant in which the boilers may be used for generating or utilizing steam and includes any pipe, fitting or other equipment that is attached to the boilers and constitutes one unit with them. R.R.O. 1960, Reg. 39, s. 1.

#### CLASSIFICATION OF BOILERS, PLANTS AND REFRIGERANTS

#### 2.—(1) High pressure boilers are classified as,

- (a) locomotive boilers;
- (b) miniature boilers; and
- (c) power boilers.

(2) Low pressure boilers are classified as,

- (a) hot-water-heating boilers;
- (b) hot-water-supply boilers; and
- (c) steam-heating boilers.

(3) Plants are classified as,

- (a) compressed-air plants;
- (b) compressed-gas plants;
- (c) oil-refining plants;
- (d) refrigeration plants; and
- (e) steam plants.

(4) Refrigerants are classified as,

- (a) Group 1 refrigerants having the scientific name set out in column 1 of Table 1 and the chemical composition set opposite thereto in column 2 and the alternative name set opposite thereto in column 3;
- (b) Group 2 refrigerants having the scientific name set out in column 1 of Table 2 and the chemical composition set opposite thereto in column 2 and the alternative name set opposite thereto in column 3; and
- (c) Group 3 refrigerants having the scientific name set out in column 1 of Table 3 and the chemical composition set opposite thereto in column 2 and the alternative name set opposite thereto in column 3, R.R.O. 1960, Reg. 39, s. 2, *revised*.

#### CAPACITY

3.—(1) The capacity of a boiler or of a compressed-air plant or a compressed-gas plant shall be determined by its power rating.

(2) The capacity of a refrigeration plant shall,

- (a) be determined by dividing the total horsepower of the machinery-units driving the compressors by  $1\frac{1}{2}$ ; and
- (b) be expressed in tons. R.R.O. 1960, Reg. 39, s. 3.

#### INSPECTORS

4.—(1) A person is qualified to be appointed an inspector or to make inspections under the Act when he,

- (a) is not under twenty-five years of age; and

(b) subject to subsection 2, has had experience,

- (i) in mechanical engineering in respect of designing, constructing, installing and operating boilers or pressure vessels,
- (ii) in steam engineering,
- (iii) in the inspection of high pressure boilers, or
- (iv) in any combination of the matters referred to in subclauses i, ii and iii or any two of them for a period of at least five years.

(2) Where a person holds a degree in any class of engineering from a Canadian university, the period of experience under clause (b) of subsection 1 shall be at least three years. R.R.O. 1960, Reg. 39, s. 4.

5.—(1) An application for a certificate of competency shall be,

- (a) in writing; and
- (b) subject to subsection 1 of section 6, accompanied by the fee prescribed by item 1 of Table 4.

(2) An application shall be in Form 1.

(3) A certificate of competency shall be in Form 2. R.R.O. 1960, Reg. 39, s. 5.

6.—(1) The Minister may issue a certificate of competency without examination to any person,

- (a) who is qualified to inspect boilers and pressure vessels in any other province of Canada or in any of the states of the United States of America; and
- (b) upon payment of the fee prescribed by clause b of item 1 of Table 4.

(2) Where a person who is qualified under section 4 complies with subsection 1 of section 5 and passes the examinations and tests required by the Minister, the Minister shall issue to him a certificate of competency. R.R.O. 1960, Reg. 39, s. 6.

7. A certificate of competency issued to an inspector continues in force during the period of his appointment as an inspector. R.R.O. 1960, Reg. 39, s. 7.

8.—(1) Every certificate of competency issued to a person other than an inspector continues in force during the year in which it is issued and until the date of renewal prescribed under subsection 2.

(2) The renewal date under subsection 1 is the first Monday of March in each year.



(3) Where a person who may make inspections under the Act, other than an inspector, on or before the renewal date pays the renewal fee prescribed by clause *b* of item 1 of Table 4, the Minister shall issue a renewal certificate to him.

(4) Where the holder of a certificate does not apply for a renewal certificate on or before the renewal date prescribed in subsection 2, no renewal certificate shall be issued until he has paid the late-application fee prescribed under clause *c* of item 1 of Table 4 in addition to the renewal fee.

(5) A renewal certificate shall be in Form 3. R.R.O. 1960, Reg. 39, s. 8.

9. The Minister may suspend or cancel a certificate of competency if the person to whom the certificate is issued,

(a) is found to be,

(i) untrustworthy, or

(ii) wilfully negligent in making inspections; or

(b) is proved to have knowingly falsified an inspection report. R.R.O. 1960, Reg. 39, s. 9.

#### REGISTRATION AND NUMBERING

10.—(1) The chief inspector shall maintain a register of the designs of all boilers, pressure vessels or plants registered under the Act.

(2) The register shall contain,

(a) in respect of the design of a boiler or pressure vessel,

(i) the name and address of the manufacturer submitting the design,

(ii) the classification of the boiler or pressure vessel,

(iii) the date the design was approved by the chief inspector,

(iv) the Canadian Registration Number, and

(v) such additional information as is necessary for departmental administration; and

(b) in respect of the design of a plant,

(i) the name and address of the person submitting the design,

(ii) the location of the plant,

(iii) the classification of the plant,

(iv) the date the design was approved by the chief inspector,

(v) the departmental serial number given to the design, and

(vi) such additional information as is necessary for departmental administration.

(3) The register shall be maintained in two sections, one of which shall be for registration of the designs of boilers and of pressure vessels and the other for registration of the designs of plants.

(4) In each section the designs shall be registered in the sequence in which they are approved.

(5) Where the design of a boiler or pressure vessel is approved in Ontario before it has been approved in another province, it shall be given a number,

(a) in the sequence in which it is approved;

(b) preceded by a capital letter of the alphabet; and

(c) followed by a decimal point and the figure "5".

(6) Where the design of a boiler or pressure vessel that has been given a registration number in a province other than Ontario is approved in Ontario, the registration number given in that other province shall be retained in Ontario and the figure "5" shall be added at the end thereof. R.R.O. 1960, Reg. 39, s. 10.

11.—(1) An application for approval and registration of the design of a boiler, pressure vessel or plant shall be,

(a) in Form 4; and

(b) accompanied by,

(i) three sets of drawings and specifications of the boiler, pressure vessel or plant, and

(ii) the fees prescribed by items 2, 3, 4, 5, 6 or 7, as the case may be, of Table 4.

(2) Specifications accompanying an application for approval and registration of a design,

(a) of a boiler shall be in Form 5; or

(b) of a pressure vessel shall be in Form 6.

(3) Where the person who submits a design of a boiler, pressure vessel or plant for approval and registration desires more than one set of drawings and specifications to be returned to him marked



"approved", he shall send to the chief inspector, with the application, the extra sets he desires to be so marked, together with the fees prescribed by item 8 of Table 4. R.R.O. 1960, Reg. 39, s. 11, *revised*.

**12.—(1)** When a design of a boiler, pressure vessel or plant is approved, the chief inspector shall,

- (a) register the design and number it in the manner prescribed in section 10; and
- (b) return to the person who submitted it one of the sets of drawings and specifications,
  - (i) marked "approved",
  - (ii) showing the date of approval, and
  - (iii) showing the registration number given to the design.

(2) When the chief inspector does not approve a design, he shall return to the applicant one of the sets of drawings and specifications together with a memorandum of his reasons for withholding his approval. R.R.O. 1960, Reg. 39, s. 12, *amended*.

**13.—(1)** An approved and registered design may be revised by the owner of the design by submitting three sets of drawings and specifications of the proposed revised design to the chief inspector.

(2) The fees payable for approval and registration of a revised design are the same as the fees prescribed by items 2, 3, 4, 5, 6 or 7, as the case may be, of Table 4 for an original approval and registration. R.R.O. 1960, Reg. 39, s. 13, *revised*.

#### IDENTIFICATION MARKINGS

**14.—(1)** Every boiler manufactured from a design registered under section 10 shall be identified and marked by,

- (a) the letters CRN followed by the number given to the design under section 10;
- (b) the number, if any, given to the boiler by the National Board of Boiler and Pressure Vessel Inspectors referred to in subsection 3 of section 29 of the Act;
- (c) the manufacturer's name and his serial number for the boiler;
- (d) the name or symbol of the plate-mill, the plate specification number and the lowest tensile strength of any shell-plate in the boiler;
- (e) for a high pressure boiler, the number of pounds maximum working pressure, followed by the abbreviation "LBS";

(f) for a low pressure boiler, the number of pounds maximum working pressure followed by the letter "S" or "W", as the case may be, according to whether the boiler is designed for operation under steam pressure or water pressure;

(g) the heating surface in square feet and the year the boiler was manufactured; and

(h) the initials of the inspector making the inspection under the Act.

(2) The markings on a boiler shall be arranged in the order and relative positions indicated in Schedule 1. R.R.O. 1960, Reg. 39, s. 14, *revised*.

**15.—(1)** Every pressure vessel manufactured from a design registered under section 10 shall be identified by,

(a) the letters CRN followed by the number given to the design under section 10;

(b) the number, if any, given to the pressure vessel by the National Board of Boiler and Pressure Vessel Inspectors referred to in subsection 3 of section 29 of the Act;

(c) the manufacturer's name and his serial number for the pressure vessel;

(d) the name or symbol of the plate-mill, the plate specification number and the lowest tensile strength of the plate used;

(e) the maximum working pressure and the maximum temperature, expressed in degrees Fahrenheit, at which the pressure vessel may be used followed by the letter "F";

(f) the thickness of the shell and of the heads;

(g) the number of the paragraph in Part VIII of the "Boiler and Pressure Vessel Code, 1952" of the American Society of Mechanical Engineers, if any, having reference to the manufacture of the pressure vessel and the year it was manufactured; and

(h) the initials of the inspector making the inspection under the Act.

(2) The markings on a pressure vessel shall be arranged in the order and relative positions indicated in Schedule 2. R.R.O. 1960, Reg. 39, s. 15, *revised*.

**16.** The markings under section 14 or 15 shall be in a conspicuous place on the boiler or pressure vessel and shall be not less than three-eighths of an inch in height. R.R.O. 1960, Reg. 39, s. 16.

17.—(1) Subject to subsections 2 and 3, the markings under section 14 or 15 shall be stamped into the plate of the boiler or pressure vessel but not into the plate of the smoke-box of a boiler.

(2) The markings on a cast iron boiler shall be,

(a) cast into the boiler; or

(b) stamped upon a metal plate permanently attached to the boiler.

(3) Where the material of which the plate of a pressure vessel is manufactured is not suitable for the markings to be stamped into it, the chief inspector may permit that vessel to be identified by markings stamped upon a metal plate permanently attached to the vessel. R.R.O. 1960, Reg. 39, s. 17.

18.—(1) The area on which an identification is marked shall be painted and outlined in a contrasting colour with the words "this area not to be covered" clearly legible on the painted area.

(2) Subsection 1 does not apply where the identification on a fire-tube boiler is,

(a) marked on the front head and exposed to the products of combustion; and

(b) accessible through the smoke-box door. R.R.O. 1960, Reg. 39, s. 18.

19.—(1) Subject to subsection 2, no person shall cover or obliterate any identification markings on a boiler or pressure vessel.

(2) Where it is impracticable to comply with subsection 1, the markings shall be reproduced on a metal plate permanently attached to the boiler or pressure vessel so as to be readily accessible. R.R.O. 1960, Reg. 39, s. 19.

#### PLANT DESIGNS

20. The drawings and specifications accompanying an application for approval and registration of a design of a steam plant shall include,

(a) drawings of the plan of the boiler room, showing the location of the boilers, pressure piping and safety devices installed in it;

(b) drawings of the layout of the pressure piping, if any, installed outside the boiler room;

(c) specifications of the pipes or fittings, if any, to be used in conjunction with the boilers; and

(d) information in respect of the power rating of each boiler in the plant, and the aggregate power rating of the plant. R.R.O. 1960, Reg. 39, s. 20, *revised*.

21. The drawings and specifications accompanying an application for approval and registration of a design of a compressed-air plant or a compressed-gas plant shall include,

(a) drawings of a plan of the machinery room, showing the location of the compressors, pressure vessels, pressure piping and safety devices installed in it;

(b) drawings of the layout of the pressure piping, if any, installed outside the machinery room;

(c) specifications of any pipes or fittings, if any, to be used in conjunction with the pressure vessels; and

(d) information in respect of the power rating of the plant. R.R.O. 1960, Reg. 39, s. 21, *revised*.

22.—(1) The drawings and specifications accompanying an application for approval and registration of a design of a refrigeration plant shall include,

(a) drawings of the plan of the machinery room, showing the location of the refrigerating equipment in it and the safety devices used in conjunction therewith;

(b) drawings of the layout of the piping in the plant,

(i) showing relief connections or safety connections, and

(ii) indicating the type of occupancy of the plant;

(c) the specifications required by subsections 2 and 3; and

(d) information in respect of the construction of the floor, walls and ceilings of the machinery room, including materials, dimensions and strength.

(2) Attached to the drawing submitted under subsection 1 shall be a schedule setting forth,

(a) in respect of each compressor,

(i) the name of the manufacturer,

(ii) the size,

(iii) the speed,

(iv) the number of cylinders and the internal diameter and displacement of each,

(v) the stroke of the pistons,



- (vi) the name of the manufacturer of the relief valve,
  - (vii) the size of the relief valve,
  - (viii) the pressure at which the relief valve is to be set;
  - (b) the total horse-power of the machinery-units driving the compressors;
  - (c) in respect of each receiver or condenser-receiver,
    - (i) the dimension and cubic content,
    - (ii) the size and number of safety valves or rupture-discs,
    - (iii) the name of the manufacturer of the safety valves or of the rupture-discs, and
    - (iv) the pressure at which the safety valves are to be set or at which the rupture-discs will rupture;
  - (d) in respect of each evaporator,
    - (i) the dimensions and cubic content,
    - (ii) the size and number of safety valves or rupture-discs,
    - (iii) the name of the manufacturer of the safety valves or of the rupture-discs, and
    - (iv) the pressure at which the safety valves are to be set or at which the rupture-discs will rupture;
  - (e) the dimensions and cubic content of all other pressure vessels to contain liquid refrigerant;
  - (f) the refrigerant to be used in the plant; and
  - (g) the maximum number of pounds of refrigerant the system will contain.
- (3) Where, at the time of making the application, refrigerating equipment is already installed in the machinery room, the same specifications as are required by subsection 2 shall be given in respect of that equipment. R.R.O. 1960, Reg. 39, s. 22, *revised*.
- 23.—(1)** In this section, "Class T machinery room" means a room in which,
- (a) machinery operating the system is permanently installed;
  - (b) machinery but no flame-producing apparatus is permanently installed;
- (c) all doors through which fumes may penetrate a building are self-closing and tight-fitting;
  - (d) all walls, doors, windows, floors and ceilings are tight and are so constructed as to resist fire for at least one hour;
  - (e) an exit door provides means of escape to the outer air directly or through a vestibule exit that is equipped with self-closing and tight-fitting doors;
  - (f) no exterior opening is located under,
    - (i) a fire escape,
    - (ii) an open stairway, or
    - (iii) open seating-accommodation;
  - (g) every pipe piercing an interior wall, ceiling or floor is tightly sealed to the wall, ceiling or floor through which it passes;
  - (h) emergency remote controls to stop the action of the refrigerant-compressor are located immediately outside the room;
  - (i) mechanical means of ventilation is provided; and
  - (j) emergency remote controls for the mechanical ventilation are located outside the room.
- (2) Subject to subsection 3, any Group 1 or Group 2 refrigerant may be used in a rink for hockey, skating or curling.
- (3) Where a Group 2 refrigerant is used under subsection 2, the following conditions govern its use in that refrigerant plant:
- 1. The liquid-receivers shall be of sufficient aggregate capacity to contain all the refrigerant to be used in the system.
  - 2. Subject to subsection 4, all control valves and all parts of the system that contain the refrigerant, except expansion coils, shall be installed in a Class T machinery room that is hermetically sealed from the rink.
  - 3. The expansion coils shall be provided with pipes and control valves installed outside the building in such a manner as to permit immediate discharge of the refrigerant to the atmosphere in case of emergency.
  - 4. A point at which refrigerant is discharged to the atmosphere under paragraph 3 shall be located away from any opening for a door, window or air-inlet of the rink or of any adjacent building,



(i) so that the fumes of the refrigerant will not enter the rink or building, and

(ii) not less than fifteen feet above any of those openings.

5. The expansion coils shall be protected by dual relief valves set to function at a pressure of seventy-five pounds.

6. Magnetically operated stop-valves that are energized and opened only when the motor driving the compressor is itself energized shall be provided on the high pressure side of the compressor.

7. The expansion coils shall be supported on solid foundations throughout their length.

8. Every circumferential joint in the expansion coils that is welded by electric arc shall be provided with a backing-ring at the time of welding.

9. The refrigerant shall be completely withdrawn from the expansion coils while the rink is being used for any purpose other than hockey, skating or curling.

(4) Paragraph 2 of subsection 3 does not apply to an outdoor rink. R.R.O. 1960, Reg. 39, s. 23.

#### CERTIFICATE OF INSPECTION OR APPROVAL

24. A certificate of inspection or approval issued by the chief inspector for a boiler or pressure vessel under sections 15, 16, 23 and 30 of the Act shall be in Form 7. O. Reg. 41/67, s. 1.

#### EXPENSES

25.—(1) In this section,

(a) "living expense" means reasonable charges incurred by an inspector for,

(i) sleeping accommodation, and

(ii) meals,

while on duty away from his home and includes reasonable customary tips incidental thereto; and

(b) "travelling expenses" means reasonable charges incurred by an inspector for transportation by the shortest route between,

(i) the place where an inspection is made, and

(ii) the place where the next inspection is to be made or where the inspector has his office, as the case may be,

and includes reasonable customary tips incidental thereto.

(2) Subject to subsection 3, the living expenses and travelling expenses incurred by an inspector shall be paid by,

(a) the manufacturer, where the inspection is made during construction of a boiler or pressure vessel; or

(b) the owner, where the inspection is made during or after installation of a plant.

(3) Subsection 2 applies only to inspections,

(a) of used boilers or used pressure vessels;

(b) made during or after the making of major repairs to a boiler or pressure vessel under section 32 of the Act;

(c) of boilers or pressure vessels during installation when erected on permanent foundations; and

(d) of boilers or pressure vessels installed in a mine within the meaning of *The Mining Act*. R.R.O. 1960, Reg. 39, s. 28.

26. The fees to be paid under the Act are those prescribed in Table 4. O. Reg. 131/61, s. 1.

#### SCHEDULE 1

##### EXAMPLE OF ARRANGEMENT OF IDENTIFICATION MARKINGS ON A BOILER

CRN	5608.52
Nat. Bd	753
(Manufacturer's name)	Sr.No.B6431
(Name or symbol of manufacturer of plate)	SA 285C T.S. 55000
Max. W.P. 15 lbs S	30 lbs W
H. S. 1500 ft	1952

J.B.

R.R.O. 1960, Reg. 39, Sched. 1.

#### SCHEDULE 2

##### EXAMPLE OF ARRANGEMENT OF IDENTIFICATION MARKINGS ON A PRESSURE VESSEL

CRN	8805.34
Nat.Bd	8454
(Manufacturer's name)	Sr. No. 2695
(Name or symbol of manufacturer of plate)	SA 201 T.S. 5500
Max. W.P. 300 lbs	Temp. 400
T. Shell .375	T. Heads .4375
U-69	1952

W.A.

R.R.O. 1960, Reg. 39, Sched. 2.

TABLE 1  
GROUP 1 REFRIGERANTS

Item	Column 1 Scientific Name	Column 2 Chemical Com- position	Column 3 Alterna- tive Name
1	Carbon dioxide	CO <sub>2</sub>	
2	Dichlorodifluoro- methane	CCl <sub>2</sub> F <sub>2</sub>	Freon-12
3	(a) Dichloromethane (b) Methylene chloride	CH <sub>2</sub> Cl <sub>2</sub>	Carrene No. 1
4	Dichloromonofluoro- methane	CHCl <sub>2</sub> F	Freon-21
5	Dichlorotetrafluoro- ethane	C <sub>2</sub> Cl <sub>2</sub> F <sub>4</sub>	Freon-114
6	Monochlorodifluoro- methane	CHClF <sub>2</sub>	Freon-22
7	Trichloromonofluoro- methane	CCl <sub>3</sub> F	Freon-11 or Carrene No. 2
8	Trichlorotrifluoro- ethane	C <sub>2</sub> Cl <sub>3</sub> F <sub>2</sub>	Freon-113

R.R.O. 1960, Reg. 39, Table 1.

TABLE 2  
GROUP 2 REFRIGERANTS

Item	Column 1 Scientific Name	Column 2 Chemical Com- position	Column 3 Alterna- tive Name
1	Ammonia	NH <sub>3</sub>	
2	Dichloroethylene	C <sub>2</sub> H <sub>2</sub> Cl <sub>2</sub>	
3	Ethyl chloride	C <sub>2</sub> H <sub>5</sub> Cl	
4	Methyl chloride	CH <sub>3</sub> Cl	
5	Methyl formate	HCOOCH <sub>3</sub>	
6	Sulphur dioxide	SO <sub>2</sub>	

R.R.O. 1960, Reg. 39, Table 2.

TABLE 3  
GROUP 3 REFRIGERANTS

Item	Column 1 Scientific Name	Column 2 Chemical Com- position	Column 3 Alterna- tive Name
1	Butane	C <sub>4</sub> H <sub>10</sub>	
2	Ethene	C <sub>2</sub> H <sub>6</sub>	
3	Ethylene	C <sub>2</sub> H <sub>4</sub>	
4	Isobutane	(CH <sub>3</sub> ) <sub>3</sub> CH	
5	Propane	C <sub>3</sub> H <sub>8</sub>	

R.R.O. 1960, Reg. 39, Table 3.

TABLE 4  
TARRIFF OF FEES

1. For certificates of competency,

(a) by an applicant for examination . . . \$15.00

(b) on the issue or renewal of a certificate. 7.50

(c) late-application fee. . . . . 10.00
2. On approval and registration of the design of a boiler, or of a heat-exchanger, but excluding the pressure-piping referred to in item 4, where the area of the heating surface is,

(a) not more than 100 square feet . . . . 10.00

(b) more than 100 square feet but not more than 1000 square feet . . . . . 20.00

(c) more than 1000 square feet but not more than 2000 square feet . . . . . 25.00

(d) more than 2000 square feet but not more than 4000 square feet . . . . . 35.00

(e) more than 4000 square feet, the sum of,

(i) \$35, and

(ii) for each 1000 feet, or fraction thereof, exceeding 4000 square feet, an additional \$15.
3. On approval and registration of the design of a pressure vessel, other than a heat-exchanger, but excluding the pressure piping referred to in items 5 and 6, where



the product of the diameter or the width of the pressure vessel, in feet, multiplied by its length-over-heads in feet is,

- (a) not greater than 30..... 10.00
  - (b) greater than 30 but not greater than 50..... 15.00
  - (c) greater than 50 but not greater than 70..... 20.00
  - (d) greater than 70 but not greater than 100..... 30.00
  - (e) greater than 100..... 40.00
4. On approval and registration of designs of steam plants with respect to the design of the layout,
- (a) of the pressure piping within the boiler room where the plant has a power rating,
    - (i) not greater than 200..... 10.00
    - (ii) greater than 200 but not greater than 500..... 15.00
    - (iii) greater than 500 but not greater than 1000..... 25.00
    - (iv) greater than 1000 but not greater than 2000..... 30.00
    - (v) greater than 2000, the sum of,
      - A. \$30; and
      - B. for each 1000 units of power rating or fraction thereof in excess of 2000, an additional \$30;
  - (b) of the pressure piping outside the boiler room, for each 500 lineal feet of that piping or fraction thereof... 7.00
5. On approval and registration of the design of a compressed-air or compressed-gas plant,
- (a) with respect to the design of the plant, but excluding the layout of the pressure piping under clause *b*, where the power rating of the plant is,
    - (i) not more than 100 horse-power..... 10.00
    - (ii) more than 100 horse-power.. 20.00

- (b) with respect to the layout of the pressure piping under pressure outside the machinery room, for each 500 lineal feet of that piping, or fraction thereof..... 7.00

- 6. On approval and registration of the design of the layout of the pressure piping connected to a pressure vessel used in a chemical or an oil-refining plant, for each 500 lineal feet of that piping, or fraction thereof..... 7.00
- 7. On approval and registration of the design of a refrigeration plant having a capacity of,
  - (a) not more than 100 tons..... 15.00
  - (b) more than 100 tons but not more than 500 tons..... 20.00
  - (c) more than 500 tons..... 30.00
- 8. Fees payable for each set of extra copies of designs marked "approved"..... 2.00

#### INSPECTIONS OF BOILERS DURING CONSTRUCTION, INSTALLATION, OR MAKING OF MAJOR REPAIRS, AND OF USED BOILERS

- 9. On inspection, during construction or installation of or making of major repairs to,
  - (a) a boiler, but excluding the pressure piping under clauses *b* and *c*, where the area of the heating surface is,
    - (i) not more than 100 square feet. 10.00
    - (ii) more than 100 square feet but not more than 500 square feet..... 20.00
    - (iii) more than 500 square feet but not more than 1000 square feet..... 25.00
    - (iv) more than 1000 square feet but not more than 1500 square feet..... 30.00
    - (v) more than 1500 square feet but not more than 2500 square feet..... 35.00
    - (vi) more than 2500 square feet but not more than 3000 square feet..... 40.00
    - (vii) more than 3000 square feet, the sum of,
      - A. \$40; and



B. for each 1000 square feet, or fraction thereof, in excess of 3000 square feet, an additional \$25;

(b) pressure piping within the boiler room of a steam plant, other than that connected to a low pressure boiler, where the plant has a power rating,

- (i) not greater than 200..... 15.00
- (ii) greater than 200 but not greater than 500..... 20.00
- (iii) greater than 500 but not greater than 1000..... 30.00
- (iv) greater than 1000 but not greater than 2000..... 35.00
- (v) greater than 2000, the sum of,

A. \$35; and

B. for each 1000 units of power rating, or fraction thereof, in excess of 2000, an additional \$35;

(c) pressure-piping outside the boiler-room of a steam plant, other than that connected to a low pressure boiler, for each 500 feet, or fraction thereof. 7.00

10. On inspection of a used boiler, the same fees as in item 9.

INSPECTION OF HEAT-EXCHANGERS

11. On inspection during construction or installation of or making major repairs to a heat exchanger of which the total area of the heating surface is,

- (a) not more than 500 square feet..... 7.50
- (b) more than 500 square feet but not more than 1000 square feet..... 10.00
- (c) more than 1000 square feet but not more than 1500 square feet..... 15.00
- (d) more than 1500 square feet but not more than 2500 square feet..... 20.00
- (e) more than 2500 square feet but not more than 3000 square feet..... 25.00
- (f) more than 3000 square feet..... 30.00

INSPECTION OF PRESSURE VESSELS OTHER THAN HEAT-EXCHANGERS, DURING CONSTRUCTION OR INSTALLATION, OR MAKING OF MAJOR REPAIRS AND OF USED PRESSURE VESSELS

12. Subject to items 14, 15, 16 and 17, on inspection during construction or installation of or making of major repairs to,

- (a) a pressure vessel, other than a heat-exchanger, but excluding the pressure piping referred to in clauses b, c or d where the product of the diameter or width of the pressure vessel, in feet, multiplied by the length-over-heads, in feet is,
  - (i) not greater than 10..... 4.00
  - (ii) greater than 10 but not greater than 30..... 10.00
  - (iii) greater than 30 but not greater than 50..... 20.00
  - (iv) greater than 50 but not greater than 70..... 25.00
  - (v) greater than 70 but not greater than 100..... 30.00
  - (vi) greater than 100..... 60.00

- (b) pressure piping within the compressor room of a compressed-air, or compressed-gas plant having power rating,
  - (i) not greater than 100..... 10.00
  - (ii) greater than 100..... 20.00

- (c) pressure piping under pressure outside the compressor room referred to in clause d, for each 500 lineal feet of that piping, or fraction thereof..... 7.00
- (d) the pressure piping within the plant and connected to a pressure vessel in a chemical or an oil-refining plant, for each 500 lineal feet of that piping or fraction thereof..... 7.00

- 13. On inspection of a used pressure vessel, the same fee as in item 12.
- 14. On inspection during construction or installation of a group of pressure vessels designed to operate, or to be used, as a single machine or unit..... 30.00
- 15. On inspection during construction made in one day and at one location,

(a) of 25 or more pressure vessels where the product of the diameter or width of each pressure vessel, in feet, multiplied by its length-over-heads is not greater than 10;

(b) of 10 or more pressure vessels where the product of the diameter or width of each pressure vessel, in feet, multiplied by its length-over-heads is greater than 10 but not greater than 40; or

(c) of 5 or more pressure vessels where the product of the diameter or width of each pressure vessel, in feet, multiplied by its length-over-heads is greater than 40 but not greater than 60,

\$8 per hour but in no case shall the fee be less than \$25.

16. On inspection during construction or installation of, or making of major repairs to, a refrigeration plant where the capacity of the plant is,

(a) not more than 100 tons..... 15.00

(b) more than 100 tons but not more than 500 tons..... 20.00

(c) more than 500 tons..... 35.00

17. On inspection during installation of the direct-expansion coils in a hockey rink, skating rink or curling rink, for each 1000 lineal feet, or fraction thereof, of that pipe..... 1.00

#### CERTIFICATES OF APPROVAL

18. On the issue of a certificate of approval... 3.00

#### ANNUAL INSPECTIONS

19. On an annual inspection of a boiler, where the area of the heating surface is,

(a) not more than 100 square feet..... 5.00

(b) more than 100 square feet but not more than 500 square feet..... 10.00

(c) more than 500 square feet but not more than 1000 square feet..... 15.00

(d) more than 1000 square feet but not more than 2000 square feet..... 20.00

(e) more than 2000 square feet but not more than 3000 square feet..... 25.00

(f) more than 3000 square feet..... 35.00

20. Subject to item 21, on an annual inspection of a pressure vessel, other than a heat-exchanger, where the product of the diameter or width of the pressure vessel, in feet, multiplied by its length-over-heads, in feet is,

(a) not greater than 10..... 3.00

(b) greater than 10 but not greater than 30..... 10.00

(c) greater than 30 but not greater than 50..... 17.50

(d) greater than 50 but not greater than 70..... 25.00

(e) greater than 70..... 30.00

21. On an annual inspection of a group of pressure vessels operating or used as a single machine or unit..... 25.00

22. On an annual inspection of a heat-exchanger, where the area of the heating surface is,

(a) not more than 500 square feet..... 7.50

(b) more than 500 square feet but not more than 1000 square feet..... 10.00

(c) more than 1000 square feet but not more than 2000 square feet..... 15.00

(d) more than 2000 square feet but not more than 3000 square feet..... 20.00

(e) more than 3000 square feet..... 25.00

#### TESTS OF WELDING OPERATORS

23. On the test of a welding operator..... 7.50

#### APPROVAL OF WELDING PROCEDURES

24. On the approval of procedures to be followed in the welding of boilers or pressure vessels, for each procedure..... 15.00

O. Reg. 104/69, s. 1.

#### Form 1

#### *The Boilers and Pressure Vessels Act*

#### APPLICATION FOR A CERTIFICATE OF COMPETENCY

To: The Minister of Labour,  
Parliament Bldgs.,  
Toronto, Ontario.

I apply for a certificate of competency under the Act and the regulations and make the following statements of fact:

1. May full name is. ....  
(print all names in full)
2. My postal address is. ....  
(number, street)  
.....  
(post office) (province or state)
3. I was born at. ....  
(municipality)  
.....on.....  
(province, state or country) (day, month, year)  
and am now not under 25 years of age.

4. My nationality is. ....  
("American Citizen",  
"British Subject", "Canadian  
Citizen", or as the case may be)
5. I obtained that nationality by  
(a) birth  
(b) naturalization on.....at.....  
(date) (place)

(Note: Strike out (a) or (b), whichever is not applicable.)

6. My technical education respecting boilers and pressure vessels, and plants housing them, is as follows:

Name of school	Place	From	To	Subjects studied

7. I hold the following certificates or degrees:

Certificates or Degrees	Granted by	Year

8. My practical experience in,  
(a) mechanical engineering in respect of designing, constructing, installing and operating boilers or pressure vessels;  
(b) steam engineering; or  
(c) inspecting high pressure boilers,  
is as follows:

Kind of experience (a) (b) or (c)	From	To	Employer's name and address	Position held

9. Attached hereto are letters from the following employers testifying to my character and experience.
- (Note: Photostatic copies or notarial copies may be sent in place of originals.)

Letter dated	From Employer (name and address)

10. I am willing to undergo such examinations and tests as are required by the Act and the regulations.
11. I enclose remittance for \$. .... for the examination fee.

Dated at.....  
(city, town, village, province or Country)  
the.....day of....., 19....  
.....  
(signature of applicant)



Form 2

*The Boilers and Pressure Vessels Act*

CERTIFICATE OF COMPETENCY

No. ....

THIS IS TO CERTIFY THAT .....  
is qualified to inspect boilers or pressure vessels under  
section ..... of the Act.

This certificate is in force until .....

Issued at Toronto, the ..... day of ....., 19....

.....  
(signature of person to whom issued) Minister of Labour

R.R.O. 1960, Reg. 39, Form 2.

Form 3

*The Boilers and Pressure Vessels Act*

RENEWAL OF CERTIFICATE OF COMPETENCY

No. ....

THIS IS TO CERTIFY THAT the certificate of com-  
petency No. .... dated .....  
issued under the Act to .....

is renewed until the first Monday of March, 19....

Issued at Toronto, the ..... day of ....., 19....

.....  
(signature of person to whom issued) Minister of Labour

R.R.O. 1960, Reg. 39, Form 3.

Form 4

*The Boilers and Pressure Vessels Act*

APPLICATION FOR APPROVAL AND  
REGISTRATION OF A DESIGN

To: The Chief Inspector,  
Boiler Inspection Branch,  
Department of Labour,  
Parliament Bldgs.,  
Toronto, Ontario.

The undersigned manufacturer applies for approval

and registration of the design of a

.....  
(specify: "boiler", "pressure vessel", or "plant")

under the Act and the regulations, in respect of which  
three sets of drawings and specifications are submitted  
herewith, all identified as follows:

..... drawing number. ....  
(name)

Herewith also ..... extra sets to be marked  
approved.

Enclosed is remittance for \$ ..... for fees, computed  
from Table 4 of Regulation 75 of Revised Regula-  
tions of Ontario, 1970, as follows:

Item No. in Table 4	Subject-matter	\$
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	Total

Dated the ..... of ....., 19....

.....  
(name of manufacturer)

.....  
(postal address)

By .....  
(signature)

.....  
(official capacity)

R.R.O. 1960, Reg. 39, Form 4, revised.

Form 5

The Boilers and Pressure Vessels Act

SPECIFICATIONS FOR BOILER

(name and address of applicant)

1. Type.....

(for example, vertical, locomotive, marine, bent-tube)

2. (a) The chemical and physical properties of all parts meet the requirements of the C.S.A.\*1 Rules.....

(b) The design, construction, and workmanship, to conform to the C.S.A.\*1 Rules in respect of.....

(power boilers, etc.)

3. Designed to carry.....

pounds working-pressure

Estimated capacity of steam generated per hour.....

4. Heating surface.....sq. ft.....sq. ft.....total.....sq. ft.

(boiler)(water-wall)

5. C.R.N.\*2.....given by.....on.....

(province)(date)

(Details to be given only if design already registered in any province)

6. Boiler-shells or boiler-drums: No.....Diam.....Length.....ft. Diam.....Length.....ft.

Diam.....Length.....ft. Diam.....Length.....ft. Diam.....Length.....ft.

7. Shell-plates.....

(for each drum, state: manufacturer's brand; material specification number; thickness)

8. (a) Longitudinal Joint.....

(seamless, fusion or forge welded, riveted—lap or butt, single, double, triple or quadruple)

(b) Rivets.....Rivet Holes.....Eff.\*2 of Longt. Joint.....%

(diam. of material)(diam. and pitch)(as compared to shell-plate)

specification no.)

9. (a) Tube-sheet.....Reinforcement.....Rivets.....

(brand; mat. spec. no.; thickness)(no. and thickness of straps)(no. rows; mat. spec. no.; hole diam. and pitch)

(b) Tube Holes.....Pitch.....Eff.\*3 of Tube Ligament.....%

(diameter)(longitudinal and girth)(compared to shell-plate)

10. Girth-joints.....Rivet Holes.....No. of Courses.....

(seamless, fusion or forge welded, riveted—lap or butt)(no. rows—diam. and pitch)

11. Heads.....

(brand; material specification no.; Thickness—flat, dished, Ellipsoidal—radius of dish. State if either head has man-hole.)

12. Boiler-tubes: No.....Diam.....Length.....Gauge.....

(mat. spec. no., straight or bent)(if various, give max. and min. lengths)(or thickness)

13. Headers: No.....Heads or Ends.....

(box or sinuous; mat. spec. no.; thickness)(shape; mat. spec. no.; thickness)

14. Mud-drum.....Heads or Ends.....

(shape; size, mat. spec. no.; thickness)(shape; mat. spec. no.; thickness)

15. (a) Water-walls: Headers, No.....Heads or Ends.....

(shape; size, mat. spec. no.; thickness)(shape; mat. spec. no.; thickness)

(b) Tube Holes.....Tubes.....Gauge.....Heating Surface.....sq. ft.

(diam. and pitch)(diam., length, mat. spec. no.)(or thickness)

16. (a) Superheater: Headers, No.....Heads or Ends.....

(shape; size, mat. spec. no.; thickness)(shape; mat. spec. no.; thickness)

(b) Tube Holes.....Tubes.....Gauge.....

(diam. and pitch)(diam.; length, material spec. no.)

17.

Stays or Braces	Material Spec. No.	Type	No.	Size	Welded or Weldless	Total Net Area	Fig. P-221 L, I *4	Dist. Tubes to Shell	Area to be Stayed	Max. S.W.P. *6
(a) Front Head above tubes...										
(b) Rear Head above tubes...										
(c) Front Head below tubes...										
(d) Rear Head below tubes...										
(e) Through below tubes.....										
(f) Dome-braces.....										

18. Stay-bolts (a) .....Max. Pitch.....Max. S.W.P. \*6.....  
(mat. spec. no.; diam.; size telltale; net area) (hor. or vert.)
- (b) Maximum Pitch: Sides.....Crown.....Tube Sheet.....Rear Sheet.....
19. DOME: (a) Diam.....Longitudinal Seam.....  
(mat. spec. no.; thickness) (seamless, fusion, or forge welded; riveted—lap or butt)
- How secured to shell.....Eff. \*3.....%  
(compared to shell plate)
- (b) Opening in Shell.....Head.....  
(diam. area of reinforcement and riveting) (shape; radius of dish; mat.; spec. no.; thickness)
20. FURNACES: (a) No.....Size.....Length each Section.....in. Total.....in.  
(int. diam. or L x W x H)
- (b) Type.....(c) Plate.....  
(plain, Adamson or corrugated) (brand mat. spec. no.; thickness)
- (d) Seams: Type.....Location.....  
(seamless, fusion, or forge welded, riveted—lap or butt) (seam)
21. OPENINGS: (a) Steam.....(b) Safety Valve.....  
(no.; size and type of nozzles or outlets) (no.; size and type of nozzles or outlets)
- (c) Blow-off.....(d) Feed.....  
(no.; size, type and location of outlets) (no.; size; type and location of connections)
- (e) Manholes: No.....Size.....Location.....  
(how reinforced)
- (f) Handholes: No.....Size.....Location.....  
(how reinforced)
22. Fusible Plug (if used).....Boiler-supports: No.....  
(no., diam., location, mfrs. stamp) (hangers or lugs; riveted or welded)
23. Fusion Welding complies with B. & P.V. Code \*5 paragraphs:.....
24. Working Pressure.....lbs. per sq. inch. Safety Factor.....
25. Safety Valve.....  
(no. size on boiler) (on superheater) (manufacturer) (type or serial) (relieving capacity)

Date....., 19.....

Signed.....  
(manufacturer)

\*1. "C.S.A." means Canadian Standards Association.

\*2. "C.R.N." means Canadian Registration Number.

\*3. "Eff" means Efficiency.

\*4. "Fig. P-221" means the result of the formula P-221 in the B. & P.V. Code \*5.

\*5. "B. & P.V. Code" means "Boiler and Pressure Vessel Code, 1952" of the American Society of Mechanical Engineers.

\*6. "S.W.P." means safe working pressure.

R.R.O. 1960, Reg. 39, Form 5.



FORM 6

*The Boilers and Pressure Vessels Act*

SPECIFICATIONS FOR A PRESSURE VESSEL

.....  
(name and address of applicant)

Type of Pressure Vessel.....: Total Heating Surface.....sq. ft.  
(of a heat-exchanger)

Manufactured by.....  
(name and address of manufacturer)

Design Pressure.....lbs.: Temperature.....Degrees F.: Drawing No.....

---

Material to be used.....  
(brand and lowest tensile strength)

Will copy of mill-test sheets be supplied when vessel completed?.....  
(yes or no)

Shell Diameter.....ft.....ins. Length over all.....ft.....ins. Height.....ft.....ins.  
(or width)

Shell-plates.....ins. Inner Shell.....ins. Butt-straps.....  
(thickness) (thickness) (thickness and number)

Longitudinal Seam..... Girth-seam.....  
(riveted, forge welded, brased, fusion welded, type of)

Diameter of Rivet Holes.....ins. Pitch of Rivets.....ins. Efficiency of Joint.....

Girth-seam..... Diameter of Rivet Holes.....ins. Pitch of Rivet.....ins. Number of Courses.....  
(single or double riveted)

Heads, Flat or Dished.....ins. Radius of Dish.....ins. Side to Pressure.....  
(thickness) (concave or convex)

Bolts used for Removable Heads.....  
(number, diameter, area at root of thread, tensile strength)

Stay-bolts..... Maximum Pitch..... × .....  
(material, diameter, area at root of thread) (horizontal) (vertical)

Manholes..... Reinforcement Dimensions.....  
(number, size and location) (riveted or welded)

Nozzles.....  
(type, size and thickness) (standard of flange) (reinforcement)

Other Openings.....  
(number, size, location, and type of connection)

Handholes or Inspection Openings..... Drain Connection.....  
(size and location) (size)

Safety valve Outlets..... Fusible Plug if used.....  
(number and size) (size and location)

Method of Supporting Vessel.....

Welding code Symbol (Note 1)..... Will Vessel be Stress-relieved?.....  
(yes or no)

Will Vessel be X-rayed?.....  
(yes or no)

Have your Welding Methods and Procedure been Approved under the Act?.....  
(yes or no)

Has your Welding Operator been tested under the Act?.....  
(yes or no)

Tubes, if used.....  
(material, gauge and tensile strength)

Vessel to be used for.....  
(air, gas or liquid)

Remarks: .....  
.....  
.....

Dated....., 19.... Signed.....

NOTE 1: State symbol from Part VIII of the "Boiler and Pressure Vessel Code, 1952" of the American Society of Mechanical Engineers.  
R.R.O. 1960, Reg. 39, Form 6

Form 7

*The Boilers and Pressure Vessels Act*

CERTIFICATE PURSUANT TO SECTION  
15, 16, 23 OR 30 OF THE ACT

I CERTIFY THAT the boiler, pressure vessel or plant  
owned by

.....  
(name and address of owner)

.....  
(owner's No. for boiler, pressure vessel or plant)

of size and type.....

and identified by the following stampings:

1. Ontario Identification No. 5.....

2. American Society of Mechanical Engineers Code

Paragraph.....

3. Canadian Registration No.....

4. Manufacturer's Serial No.....

5. Shell pressure.....

6. Tube or jacket pressure.....

7. Shell temperature.....°F.

8. Tube or jacket temperature.....°F.

has been inspected and, pursuant to section 24 of the  
Act, may be operated or used provided that the safety

valves are set at or below a shell pressure of.....,

and at or below a tube or jacket pressure of.....

Issued on the.....day of....., 19....

This certificate expires.....

.....  
Chief Inspector

O. Reg. 182/69, s. 1.





## REGULATION 76

### under The Boundaries Act

#### GENERAL

##### 1. An application under the Act,

- (a) shall specify the error, doubt or difference that exists or that is thought to exist in respect of a survey or in respect of the location of a boundary or the boundaries of a parcel;
- (b) shall identify the boundary or boundaries sought to be confirmed;
- (c) shall contain a statement that the applicant is fully aware that he is *prima facie* liable to pay all costs, charges and expenses of and incidental to the application; and
- (d) shall, where the applicant is a corporation, other than a municipal corporation, be signed by the proper officers of the corporation and have the seal of the corporation embossed thereon. O. Reg. 111/62, s. 1.

2. Where an application is made by the council of a municipality, it shall be supported by a copy of the by-law that authorizes the application. O. Reg. 111/62, s. 2.

3. A copy of every plan within, partially within, adjoining or relating to the title of the parcel in respect of which an application under the Act is made shall be submitted with the application. O. Reg. 111/62, s. 3.

4. Where a person claiming to be an owner of a parcel applies or consents under the Act, proof of his ownership shall be filed with the application or consent. O. Reg. 111/62, s. 4.

5.—(1) Every application shall be accompanied by a deposit of \$50 on account of fees.

(2) Fees payable to the director of titles shall be paid by cash, or by money order or certified cheque made payable to the "Director of Titles" at par in Toronto. O. Reg. 111/62, s. 5.

6. The fees payable to the director in respect of an application under the Act are those set forth in the Schedule. O. Reg. 111/62, s. 6, *amended*.

7. Where the amount of the disbursements paid or payable by the director incidental to an application exceeds \$50, the applicant, when so required by the director, shall deposit an additional amount not exceeding the amount of the disbursements that

are paid or estimated by the director. O. Reg. 111/62, s. 7, *amended*.

8. A registrar or proper master of titles shall receive such material relating to an application under the Act as the director furnishes and shall make the material available for public inspection until the certified plan has been registered. O. Reg. 111/62, s. 8.

9. Where the owners of adjoining parcels consent to the establishment of a mutual boundary under section 15 of the Act, a consent under the seal of and signed by each consenting owner in the presence of a subscribing witness or, in the case of a corporate owner, signed by the proper officers thereof, and an affidavit verifying the execution of the consent by the owner shall be filed with the director. O. Reg. 111/62, s. 9.

10. Where, at the time of registration of a plan under the Act, the director transmits to the registrar or proper master of titles an additional copy of the plan and so requests, the registrar or proper master of titles shall endorse the copy to show the particulars of registration of the plan and forward the copy to the clerk of the municipality in which the land affected by the plan is situate. O. Reg. 111/62, s. 10.

#### Schedule

- 1.—(1) Application fee (including examination of plan, certifying confirmation and certifying copies of plan) . . . . . \$ 50.00
- (2) Where more than two parcels adjoin the boundary or boundaries to be confirmed, for each parcel after the second . . . . . 10.00
2. Preparation of each notice . . . . . 1.00
- 3.—(1) Hearing before the director, for each hour or part thereof . . . . . 5.00
- (2) Where the hearing is not held at Toronto, each mile to the place fixed for hearing and return to Toronto . . . . . 10
- (3) For expenses incurred by the director incidental to a hearing not held at Toronto, his actual disbursement.
- 4.—(1) Where the survey of the land in an application is verified on the ground by the examiner of surveys or by an

assistant examiner of surveys, each day required for the examination....	50.00	5. For supplying a paper print of a plan of survey.....	1.00
(2) Where the examiner of surveys or assistant examiner of surveys is assisted in his examination by an instrumentman or chainman, each day the instrumentman or chainman is required.....	12.50	and in addition for each square foot in excess of 10 square feet.....	.10
(3) Where the examiner of surveys or assistant examiner of surveys is assisted in his examination by an instrumentman and a chainman or by two instrumentmen or chainmen, each day they are required.....	25.00	6. Actual amounts referable to an application and disbursed by the director, including but not restricted to,	
(4) For the distance necessarily travelled from the registry office for the registry division in which the land is situated or from the proper land titles office to the land and return, each mile...	.10	(a) fees of registrar or proper master of titles on production of instruments, plans or abstract indexes or copies thereof and on any registration;	
(5) For expenses incurred while verifying surveys, actual disbursement.		(b) long distance telephone charges;	
		(c) postage or express charges for transmission or return of application papers, documents or plans;	
		(d) cost of service and publication of a notice of an application or other notice;	
		(e) preparation of copies of plans; and	
		(f) survey fees.	

O. Reg. 111/62, Sched.

## REGULATION 77

### under The Brucellosis Act

#### VACCINATION

1. The vaccine to be used in vaccinating a calf is *Brucella Abortus Strain 19*. O. Reg. 330/65, s. 1.

2. The method to be used in vaccinating a calf is by injection of the vaccine immediately under the skin of the calf. O. Reg. 330/65, s. 2.

3. The age limits for vaccination of a calf are not earlier than three months and not later than nine months after the date of its birth. O. Reg. 330/65, s. 3; O. Reg. 341/68, s. 1.

#### IDENTIFICATION OF VACCINATED CALVES

4.—(1) Except in the case of a pure bred calf that bears a legible tattoo for registration purposes under the *Livestock Pedigree Act* (Canada), the veterinarian shall at the time of vaccination affix to the right ear of the calf an identification tag bearing a serial number and the words "C.V. ONT."

(2) Unless otherwise authorized by the Director, no person shall remove from a head of cattle a tag attached thereto in accordance with subsection 1. O. Reg. 330/65, s. 4.

#### APPOINTMENT OF VETERINARIANS

5. An application by a veterinarian for appointment for the purposes of the Act shall be in Form 1. O. Reg. 330/65, s. 6.

6. An agreement by the Minister with a veterinarian under subsection 2 of section 3 of the Act shall be in Form 2. O. Reg. 330/65, s. 7.

#### VACCINATION CERTIFICATES

7.—(1) Subject to subsection 2, a certificate of vaccination by a veterinarian under section 8 of the Act shall be in Form 3.

(2) Except in the case of pure bred calves, where a veterinarian vaccinates more than one calf of a beef breed, he may complete a certificate of vaccination in Form 4. O. Reg. 330/65, s. 8.

#### Form 1

##### *The Brucellosis Act*

#### APPLICATION OF VETERINARIAN FOR APPOINTMENT

To: The Minister of Agriculture and Food,  
Parliament Buildings,  
TORONTO, Ontario.

.....  
(name of applicant—please print)

.....  
(address) (county, etc.)

applies for appointment as a veterinarian for the purposes of *The Brucellosis Act*, and, in support of this application, states as follows:

1. I am registered under *The Veterinarians Act*.

2. I undertake to comply with the Act and the regulations and any agreement to be made with the Minister under subsection 2 of section 3 of the Act.

Dated at ....., this ..... day of ....., 19...

.....  
(signature of applicant)

O. Reg. 330/65, Form 1; O. Reg. 143/68, s. 3.

#### Form 2

##### *The Brucellosis Act*

#### AGREEMENT

MEMORANDUM OF AGREEMENT made this .....

day of ....., 19....

BETWEEN: The Minister of Agriculture and Food, hereinafter called "THE MINISTER"

of the FIRST PART,

— and —

.....  
(name)

.....  
(address)

a veterinarian appointed for the purposes of the Act, hereinafter called "THE VETERINARIAN"

of the SECOND PART.

WHEREAS the Minister has appointed the Veterinarian under section 3 of the Act;



NOW THEREFORE the parties hereto agree as follows:

1. The Veterinarian shall,

- (a) where he has vaccinated one or more female calves, forward within ten days after the end of each month the certificates of vaccination referred to in subclause ii of clause b in respect of such female calves to the Director of the Veterinary Services Branch of the Department of Agriculture and Food, Parliament Buildings, Toronto;
- (b) where he vaccinates any calf,
  - (i) identify the calf in the form and manner prescribed by the regulations, and
  - (ii) complete a certificate of vaccination and deliver or send it in accordance with section 8 of the Act;
- (c) use proper care in the storing and handling of vaccine and comply with any direction for the storing and handling of vaccine that is issued by the Director of the Veterinary Services Branch of the Department of Agriculture and Food; and
- (d) where this Agreement is terminated, return forthwith to the Director of the Veterinary Services Branch of the Department of Agriculture and Food any supplies in his possession that he has received under paragraph 2.

2. The Minister shall supply to the Veterinarian, as required,

- (a) vaccine;
- (b) ear tags in the form prescribed by the regulations;
- (c) equipment for the ear-tagging of calves; and
- (d) forms on which to make certificates of vaccination.

3. This Agreement may be terminated,

- (a) by the Veterinarian, by giving to the Minister a notice in writing at least thirty days before the date of termination; or
- (b) by the Minister,
  - (i) for any violation of the Act, the regulations or this Agreement, forthwith by notice to the Veterinarian, and
  - (ii) for any other reason by giving to the Veterinarian a notice in writing at least thirty days before the date of termination.

This Agreement commences on the.....

day of....., 19....

.....  
Minister of Agriculture and Food

.....  
(signature of the Veterinarian)

Witness to the signature  
of the Veterinarian:

.....

O. Reg. 143/68, s. 4.

Form 3

The Brucellosis Act

CALFHOOD VACCINATION CERTIFICATE

Owner.....  
(name) (address)

Farm Location: .....  
(lot) (concession) (township) (county, etc.)

C.V. Ear Tag or Tattoo	Date of Birth	Sex	Description (Name, Registration No.)	
Breed	Date of Vaccination		Vaccine Batch No.	Expiration Date

I certify that this is a true record of the Brucella Calfhood Vaccination of the above-named animal in accordance with *The Brucellosis Act* and the regulations on the date indicated.

.....  
(Veterinarian)

H. of A. Ear Tag No.  
(if tagged)

.....  
(address)

O. Reg. 330/65, Form 3.

Form 4

*The Brucellosis Act*

CALFHOOD VACCINATION CERTIFICATE

Owner.....  
(address)

Farm Location: .....  
(lot) (concession) (township) (county, etc.)

Date of Vaccination		Vaccination Batch No.			Expiration Date
C. V. Ear Tag or Tattoo	Date of Birth	Sex	Description	H. of A. Ear Tag No. (if tagged)	

I certify this is a true record of the Brucella Calfhood Vaccination of the above animals in accordance with *The Brucellosis Act* and the regulations on the date indicated.

.....  
(Veterinarian)

.....  
(address)

O. Reg. 330/65, Form 4.





## REGULATION 78

### under The Business Corporations Act

#### GENERAL

##### FORM OF DOCUMENTS

1. All documents delivered to or filed with the Minister or filed in the office of the Minister, including, without limiting the generality of the foregoing, all affidavits, applications, articles, assurances, balance sheets, by-laws, consents, dissents, notices and statements shall be printed, typewritten or reproduced legibly upon one side of good quality white paper approximately eight and one-half inches by eleven inches with a margin of one and one-half inches upon the left hand side and where the document consists of two or more pages, such pages shall be without backing or binding and shall be joined by staple in the upper left hand corner. O. Reg. 492/70, s. 1.

##### INCORPORATION

2. Articles of incorporation shall be in Form 1. O. Reg. 492/70, s. 2.

3. A consent to act as a first director, where required under subsection 4 of section 4 of the Act, shall be in Form 2. O. Reg. 492/70, s. 3.

##### NAME

4. Where the name of a corporation to be incorporated is the same as or similar to the name of any known body corporate, association, partnership or individual, whether in existence or not, so as to be, in the opinion of the Minister, likely to deceive, the name of the corporation to be incorporated shall contain such variation from that of the known body corporate, association, partnership or individual as the Minister determines. O. Reg. 492/70, s. 4.

5. Where the authorized capital of a corporation is decreased by articles of amendment by the cancellation or consolidation of issued shares and a number of the share certificates of the corporation are in the hands of the public and may not be promptly surrendered, the name of the corporation shall be changed in such manner as the Minister determines. O. Reg. 492/70, s. 5.

6. The name of a corporation shall not be too general in character unless the name has become established by a long and continuous prior use. O. Reg. 492/70, s. 6.

7. Where a corporate name contains initials or numerals, the Minister may in his discretion require

the addition of some distinctive word. O. Reg. 492/70, s. 7.

8. The word "amalgamated" shall not be included in the name of a corporation unless the corporation is an amalgamated corporation resulting from the amalgamation of two or more corporations. O. Reg. 492/70, s. 8.

9. The name of a corporation shall not include the word "housing" unless the corporation is sponsored by or connected with the Government of Canada or the Government of Ontario. O. Reg. 492/70, s. 9.

10. The name of a corporation shall not include the word "condominium" or any derivation thereof. O. Reg. 492/70, s. 10.

11. The name of a corporation shall not include the word "veteran" or any abbreviation or derivation thereof unless there has been a long and continuous prior use of the name. O. Reg. 492/70, s. 11.

12. Where a person has reserved a name and at the expiration of the period for which the name has been reserved no corporation with that name or a similar name has been incorporated, the name or a similar name shall not be reserved until the expiration of one year thereafter. O. Reg. 492/70, s. 12.

##### OBJECTS

13. The objects of a corporation shall not include that of horse racing or that of dog racing. O. Reg. 492/70, s. 13.

##### CAPITAL

14. Where special shares of a class have attached thereto conditions, restrictions, limitations or prohibitions on the right to vote, the preferences, rights, conditions, restrictions, limitations or prohibitions attaching to that class of special shares shall provide that the holders of that class are entitled to notice of meetings of shareholders called for the purpose of authorizing the dissolution of the corporation or the sale of its undertaking or a substantial part thereof. O. Reg. 492/70, s. 14.

##### STATEMENT CONCERNING A SERIES OF SHARES

15. A statement concerning a series of shares under subsection 1 of section 31 of the Act shall be in Form 3. O. Reg. 492/70, s. 15.

## ARTICLES OF AMENDMENT

16. Articles of amendment under subsection 1 of section 190 of the Act shall be in Form 4. O. Reg. 492/70, s. 16.

## RESTATEMENT OF ARTICLES

17. Restated articles of incorporation under section 192 of the Act shall be in Form 5. O. Reg. 492/70, s. 17.

## ARTICLES OF AMALGAMATION

18. Articles of amalgamation under subsection 1 of section 197 of the Act shall be in Form 6. O. Reg. 492/70, s. 18.

## ARTICLES OF DISSOLUTION

19. Where under clause *a* of section 247 of the Act articles provide for the authorization of dissolution of the corporation by a proportion of votes other than by a majority of votes cast at a general meeting of shareholders duly called for the purpose, such other proportion shall not be less than 50 per cent of the votes of all shareholders entitled to vote at that meeting. O. Reg. 492/70, s. 19.

20.—(1) Articles of dissolution under subsection 1 or 2 of section 248 of the Act shall be in Form 7 or 8 as applicable.

(2) Articles of dissolution shall be accompanied by a consent of the Corporations Tax Branch of the Department of Revenue to the dissolution of the corporation. O. Reg. 492/70, s. 20.

## REMOVAL OF BOOKS FROM HEAD OFFICE

21.—(1) An application under subsection 3 of section 161 of the Act to permit the removal of records from the head office of the corporation shall be in Form 9.

(2) Where the application under subsection 1 is to remove the records of the corporation to a place outside Ontario, it shall be accompanied by,

(a) a bond of a guarantee company within the meaning of *The Guarantee Companies Securities Act* to the Treasurer of Ontario in Form 10; and

(b) a power of attorney duly executed under the seal of the corporation appointing a resident of Ontario, or a body corporate having its head office in Ontario, to be the attorney and representative in Ontario of the corporation and the consent of the attorney to act as such with an affidavit verifying the execution of the consent in Form 11. O. Reg. 492/70, s. 21.

## REVIVAL OF CORPORATION

22.—(1) An application for an order of revival under subsection 4 of section 251 of the Act shall be in Form 12.

(2) An application under subsection 1 shall be accompanied by,

(a) a consent of the Corporations Tax Branch of the Department of Revenue to the revival of the corporation; and

(b) a statement in writing by the Public Trustee that he has no objection to the revival of the corporation. O. Reg. 492/70, s. 22.

## INSIDER TRADING

23. A report under subsection 1 and a report under subsection 2 of section 148 of the Act shall be in Form 13. O. Reg. 492/70, s. 23.

24. A report under subsection 3 of section 148 of the Act shall be in Form 14. O. Reg. 492/70, s. 24.

## INFORMATION CIRCULAR

25.—(1) An information circular shall contain the information prescribed in Form 15.

(2) The information called for by Form 15 shall be given as of a specified date not more than thirty days prior to the date upon which the information circular is first sent to any of the shareholders of the corporation and the information circular shall be dated as of the specified date. O. Reg. 492/70, s. 25.

INSTRUCTIONS FOR COMPLETION OF  
INFORMATION CIRCULAR

26.—(1) The information contained in the information circular shall be clearly presented and the statements made therein shall be divided into groups according to subject matter and the various groups of statements shall be preceded by appropriate headings.

(2) The order of items set out in Form 15 need not be followed.

(3) Where practicable and appropriate, information presented shall be in tabular form.

(4) All amounts shall be stated in figures.

(5) Information required by more than one applicable item need not be repeated.

(6) No statement need be made in response to any item which is inapplicable and negative answers to any item may be omitted. O. Reg. 492/70, s. 26.



27. Information that is not known to the person on whose behalf the solicitation is to be made and that is not reasonably within the power of the person to ascertain or procure may be omitted from the information circular if a brief statement of the circumstances rendering the information unavailable is made. O. Reg. 492/70, s. 27.

28. There may be omitted from the information circular any information contained in any other information circular, notice of meeting or form of proxy sent to the persons whose proxies were solicited in connection with the same meeting if reference is made to the particular document containing such information. O. Reg. 492/70, s. 28.

29.—(1) Every person that distributes an information circular to which section 118 of the Act is applicable and that is in respect of a meeting of the shareholders of a corporation which is a corporation within the meaning of clause i or ii of paragraph a of section 101 of *The Securities Act* shall file with the Commission a copy of such information circular and any other material distributed by such person in connection with such meeting.

(2) The information circular and other material referred to in subsection 1 shall be filed with the Commission forthwith upon the material being first mailed by the person distributing such material. O. Reg. 492/70, s. 29.

#### BENEFICIAL OWNERSHIP OF SECURITIES

30.—(1) For the purposes of section 148 of the Act, a report filed by a body corporate which includes securities beneficially owned by a subsidiary or deemed to be beneficially owned by the subsidiary by virtue of clause c of subsection 6 of section 1 of the Act or which includes changes in the subsidiary's beneficial ownership of securities shall be deemed to be a report filed by the subsidiary and the subsidiary need not file a separate report.

(2) For the purposes of section 148 of the Act, a report filed by an individual which includes securities beneficially owned or deemed to be beneficially owned by virtue of clause b of subsection 6 of section 1 of the Act by a body corporate controlled by the individual or by an affiliate, if any, of the controlled body corporate or which includes changes in the beneficial ownership of the securities by the controlled body corporate or affiliate shall be deemed to be a report filed by the controlled body corporate or by the affiliate and the controlled body corporate and affiliate need not file a separate report.

(3) Where the Act or regulations require the disclosure of the number or percentage of securities beneficially owned by an individual and, by virtue of clause b of subsection 6 of section 1 of the Act, one or more bodies corporate will also have to be shown as beneficially owning the securities, a statement disclosing all such securities beneficially

owned by the individual or deemed to be beneficially owned, and indicating whether the ownership is direct or indirect and if indirect indicating the name of the controlled body corporate or body corporate affiliated with the controlled body corporate through which the securities are indirectly owned and the number or percentage of the securities so owned by the body corporate, shall be deemed sufficient disclosure without disclosing the name of any other body corporate which is deemed to beneficially own the same securities.

(4) Where the Act or regulations require the disclosure of the number or percentage of securities beneficially owned by a body corporate, and, by virtue of clause c of subsection 6 of section 1 of the Act, one or more other bodies corporate will also have to be shown as beneficially owning the securities, a statement disclosing all such securities beneficially owned or deemed to be beneficially owned by the holding body corporate and indicating whether the ownership is direct or indirect and if indirect indicating the name of the subsidiary through which the securities are indirectly owned and the number or percentage of the securities so owned shall be deemed sufficient disclosure without disclosing the name of any other body corporate which is deemed to beneficially own the same securities. O. Reg. 492/70, s. 30.

#### MISCELLANEOUS

31. For the purposes of subsection 2 of section 190 and subsection 2 of section 197 of the Act, evidence that the corporation is not insolvent shall consist of,

(a) affidavits of two officers or of one officer and one director stating that in their opinion the corporation is not insolvent within the meaning of subsection 7 of section 1 of the Act; and

(b) such other evidence as the Minister may require. O. Reg. 492/70, s. 31.

32. For the purposes of subsection 3 of section 190 of the Act, evidence that the corporation is not insolvent and that the decrease of the authorized or issued capital will not render the corporation insolvent shall consist of,

(a) affidavits of two officers or of one officer and one director stating that in their opinion the corporation is not insolvent and that the decrease of the authorized or issued capital will not render the corporation insolvent within the meaning of subsection 7 of section 1 of the Act; and

(b) such other evidence as the Minister may require. O. Reg. 492/70, s. 32.



33. The Director, the Deputy Director, the Executive Officer, the Controller of Records or the Assistant Controller of Records of the Companies Branch of the Department may sign any certificate required or authorized by the Act. O. Reg. 492/70, s. 33.

FEEs

34. The fees set out in the Schedule shall be paid to the Treasurer of Ontario. O. Reg. 492/70, s. 34.

35. In the Schedule, "aggregate capital" means the total of the amounts computed as follows:

- 1. In respect of shares with par value the amount obtained by multiplying the number of shares by the par value thereof or by 50 cents, whichever is the greater.
- 2. In respect of shares without par value where the aggregate consideration exceeding which all the shares may not be issued is set out in the articles of incorporation, the amount of the aggregate consideration or the amount obtained by multiplying the number of shares by 50 cents, whichever is the greater.
- 3. In respect of shares without par value where the consideration exceeding which each share may not be issued is set out in the articles of incorporation, the amount obtained by multiplying the number of shares by the consideration or by 50 cents, whichever is the greater.
- 4. In respect of shares without par value where no aggregate consideration exceeding which all the shares may not be issued, or where no consideration exceeding which each share may not be issued, is set out in the articles of incorporation, the amount obtained by multiplying the number of shares by \$200.
- 5. In respect of issued shares without par value resulting from a change of issued shares with par value or a subdivision of issued shares without par value, the amount of capital set against the issued shares without par value resulting from the change or subdivision or the amount obtained by multiplying the number of shares resulting from the change or subdivision by 50 cents, whichever is the greater. O. Reg. 492/70, s. 35.

36. No fees are payable in respect of searches under item 7, or in respect of copies of documents under item 8, of the Schedule by,

- (a) any department of the Government of Ontario, or any agency, board or commis-

sion thereof, including the offices of Sheriff, master of titles and registrar of deeds;

- (b) any department of the Government of any other province of Canada having reciprocal arrangements or any agency, board or commission thereof;
- (c) any department of the Government of Canada or any agency, board or commission thereof; or
- (d) the police department or fire department of any municipality in Ontario. O. Reg. 492/70, s. 36.

REFUNDS

37. Where a fee has been paid on delivery of articles or a statement or on an application for an order under the Act, and the articles or statement are withdrawn prior to filing by the Minister, or the application for an order is withdrawn or abandoned, 50 per cent of the amount of the prescribed fee therefor shall be retained and the remainder, if any, shall be repaid to the person who paid it or to his legal representative. O. Reg. 492/70, s. 37.

Schedule

FEEs

- 1. For reservation of a corporate name . . . . . \$5
- 2. On delivery of articles of incorporation or amalgamation, for filing and issue of a certificate, and on applications for continuing corporations,

Aggregate capital	Fee
\$40,000 or less	\$125
Exceeding \$40,000 but not exceeding \$100,000	\$125 plus \$1.25 for every \$1,000 or fractional part thereof in excess of \$40,000
Exceeding \$100,000 but not exceeding \$500,000	\$200 plus 65 cents for every \$1,000 or fractional part thereof in excess of \$100,000
Exceeding \$500,000 but not exceeding \$2,000,000	\$460 plus 30 cents for every \$1,000 or fractional part thereof in excess of \$500,000
Exceeding \$2,000,000	\$910 plus 25 cents for every \$1,000 or fractional part thereof in excess of \$2,000,000

3. For filing a certified copy of a resolution referred to in subsection 1 of section 25 of the Act, a fee equal to the difference between the fee payable upon delivery of articles of incorporation with an aggregate capital computed after giving effect to the resolution and the fee payable upon delivery of articles of incorporation with an aggregate capital computed immediately prior to giving effect to the resolution.

RESTATEMENT OF ARTICLES

4. On delivery of restated articles of incorporation, for filing and issue of a certificate. \$125

AMENDMENT OF ARTICLES

5. On delivery of articles of amendment, for filing and issue of a certificate,
- (a) changing the name of a corporation...\$ 65
  - (b) increasing or redividing authorized capital or subdividing or changing shares, a fee based on item 2, computed on the difference between the aggregate capital computed after giving effect to the articles of amendment and the aggregate capital immediately prior to the delivery of the articles of amendment but giving effect to any decrease of authorized capital, as if articles of incorporation were being delivered with an aggregate capital equal to the amount of the difference, but in no case less than \$125;
  - (c) for any other purpose.....\$125

STATEMENTS

6. On delivery of a statement under section 31 section 195 of the Act, for filing and issue of a certificate.....\$125

DISSOLUTION

7. On delivery of articles of dissolution, for filing and issue of a certificate.....\$ 20

ORDERS

8. On an application for an order,
- (a) under subsection 3 of section 161 of the Act.....\$100
  - (b) under subsection 4 of section 161 of the Act.....\$ 10
  - (c) under subsection 4 of section 251 of the Act, a fee equal to 50 per cent of the fees payable on delivery of articles of incorporation of the corporation with its aggregate capital immediately prior to its dissolution.

FILING DOCUMENTS

9. For filing any document required under the Act.....\$ 5

SEARCHES

10. For searches in the Department of documents on file under the Act,
- (a) personal search in respect of one corporation.....\$ 2
  - (b) search by letter in respect of one corporation.....\$ 2

COPIES

11. For copies of documents on file under the Act in the Department,
- (a) for copies of papers, articles and orders, 50 cents a page with a minimum fee of \$2 in respect of each corporation; and
  - (b) for certification of copies of papers, articles and orders, \$10 in respect of each corporation.

CERTIFICATES

12. For a certificate in respect of a corporation.....\$ 10

Form 1

The Business Corporations Act

ARTICLES OF INCORPORATION

1. The name of the corporation is
2. The head office is at the .....  
(status of municipality)  
of ..... in the .....  
(name of municipality) (county, etc. or district)  
of .....  
(name of county, etc., or district)
3. The address of the head office is  
.....  
(street and number or R.R. number and if multi-office building give room number)  
.....  
(name of municipality or post office)
4. The number of directors is.....
5. The first director(s) is/are

Name in full, including all given names	Residence address, giving street and number or R.R. number and municipality or post office



6. The objects for which the corporation is incorporated are
7. The authorized capital is
8. The designations, preferences, rights, conditions, restrictions, limitations or prohibitions attaching to the special shares, if any, are
9. The restrictions, if any, on the allotment, issue or transfer of shares are
10. The shares, if any, to be taken by the incorporators are

Incorporators full names, including all given names	Number of Shares	Class designation	Amount to be paid \$

11. The names and residence addresses of the incorporators are

Full names, including all given names	Full residence address giving street and number or R.R. number and municipality or post office



hereby consent to act as a first director of .....  
.....  
(name of corporation)

Dated this ..... day of ....., 19....  
.....  
(signature of witness) (signature of the consenting person)

AFFIDAVIT OF WITNESS

PROVINCE OF ONTARIO	IN THE MATTER OF <i>THE BUSINESS CORPORATIONS</i>
.....OF.....	<i>ACT</i> AND THE ARTICLES OF INCORPORATION OF
TO WIT:	..... (name of corporation)

I, ..... of the .....  
(full name of witness) (status of municipality)  
of ..... in the .....  
(name of municipality) (county, etc. or district)  
of ..... in the .....  
(name of county, etc. or district) (province or state)  
of ....., make oath and say that:  
(name of province or state)

1. I was personally present and did see ..... sign the annexed consent  
(full name of the consenting person)  
to act as a first director of .....  
(name of corporation)

2. I am a subscribing witness to the said consent.

Sworn before me at the	
of ..... in the	
of ..... this day	.....
of ..... , 19	(signature of deponent)

A Commissioner, etc.



**Form 3**

*The Business Corporations Act*

**STATEMENT CONCERNING A SERIES OF SHARES**

of

.....  
(name of corporation)

incorporated on .....  
(date of incorporation)

1. The following is a certified copy of the resolution duly passed by the directors of the corporation on ..... , 19.... :
2. The conditions, if any, contained in the articles or in any prior resolution precedent to the creation and issue of the shares of the series have been complied with.
3. This statement is executed in duplicate for delivery to the Minister.

**CERTIFIED**

.....  
(name of corporation)

**BY:**

.....  
(signature) (description of office)

.....  
(signature) (description of office)

(corporate seal)

**AFFIDAVIT OF VERIFICATION**

**PROVINCE OF ONTARIO**

.....OF.....

**TO WIT:**

**IN THE MATTER OF *THE BUSINESS CORPORATIONS ACT* AND THE STATEMENT CONCERNING A SERIES OF SHARES OF**

.....  
(name of corporation)

I, ..... of the .....  
(full name of deponent) (status of municipality)

of ..... in the .....  
(name of municipality) (county, etc. or district)

of ..... in the .....  
(name of county, etc. or district) (province or state)

of ..... , make oath and say that :  
(name of province or state)

1. I am ..... of .....  
(description of office) (name of corporation)

one of the persons signing the accompanying statement and as such have personal knowledge of the matters herein deposed to.

2. The statements contained in the statement concerning a series of shares of the corporation are true.

Sworn before me at the	
of	in the
of	this day
	(signature of deponent)
of	, 19

A Commissioner, etc.

O. Reg. 492/70, Form 3.

Form 4

*The Business Corporations Act*

ARTICLES OF AMENDMENT

OF

.....  
(name of corporation)

incorporated on .....  
(date of incorporation)

1. The following is a certified copy of the resolution amending the articles of the corporation:

2. The amendment has been duly authorized as required by subsections 2, 3 and 4 (as applicable) of section 189 of *The Business Corporations Act*.

3. The resolution authorizing the amendment was confirmed by the shareholders of the corporation on .....

4. These articles are executed in duplicate for delivery to the Minister.

CERTIFIED .....  
(name of corporation)

BY: .....  
(signature) (description of office)  
.....  
(signature) (description of office)  
(corporate seal)

AFFIDAVIT OF VERIFICATION

PROVINCE OF ONTARIO

.....OF.....

TO WIT:

IN THE MATTER OF *THE BUSINESS CORPORATIONS ACT* AND THE ARTICLES OF AMENDMENT OF

.....  
(name of corporation)

I, ..... of the .....  
(full name of deponent) (status of municipality)

of ..... in the .....  
(name of municipality) (county, etc. or district)

of ..... in the .....  
(name of county, etc. or district) (province or state)

of ....., make oath and say that:  
(name of province or state)

1. I am ..... of .....  
(description of office) (name of corporation)

(hereinafter called the "corporation") and as such have personal knowledge of the matters herein deposed to.

2. The statements contained in the accompanying articles of amendment of the corporation are true.

3. The corporation has complied with the requirements of *The Business Corporations Act* and the conditions contained in the articles and by-laws of the corporation precedent to the delivery of articles of amendment.

Sworn before me at the

of ..... in the .....  
of ..... this ..... day .....  
of ..... , 19 .....

.....  
(signature of deponent)

A Commissioner, etc

O. Reg. 492/70, Form 4.

Form 5

*The Business Corporations Act*

RESTATED ARTICLES OF INCORPORATION

of

.....  
(name of corporation)

incorporated on .....  
(date of incorporation)

1. These restated articles correctly set out without change the corresponding provisions of the original articles of incorporation as heretofore amended.



2. The head office is at the.....  
(status of municipality)

of ..... in the .....  
(name of municipality) (county, etc. or district)

of.....  
(name of county, etc. or district)

3. The address of the head office is

(street and number or R.R. number and if multi-office building give room number)

(name of municipality or post office)

4. The number of directors is.....

5. The director(s) is/are

Name in full, including all given names	Residence addresses, giving street and number or R.R. number and municipality or post office

6. The objects for which the corporation is incorporated are

7. The authorized capital is

8. The designations, preferences, rights, conditions, restrictions, limitations or prohibitions attaching to the special shares, if any, are

9. The restrictions, if any, on the allotment, issue or transfer of shares are

These articles are executed in duplicate for delivery to the Minister.

.....  
(name of corporation)

BY:

.....  
(signature) (description of office)

.....  
(signature) (description of office)

(corporate seal)

### AFFIDAVIT OF VERIFICATION

PROVINCE OF ONTARIO

.....OF.....

TO WIT:

IN THE MATTER OF *THE BUSINESS CORPORATIONS ACT* AND THE RESTATED ARTICLES OF INCORPORATION OF

.....  
(name of corporation)

I, ..... of the .....  
(full name of deponent) (status of municipality)

of ..... in the .....  
(name of municipality) (county, etc. or district)

of ..... in the .....  
(name of county, etc. or district) (province or state)

of ....., make oath and say that:  
(name of province or state)

1. I am ..... of .....  
(description of office) (name of corporation)

(hereinafter called the "corporation") and as such have personal knowledge of the matters herein deposed to.

2. The statements contained in the accompanying restated articles of incorporation of the corporation are true.

Sworn before me at the

of ..... in the

of ..... this ..... day

of ..... , 19

.....  
(signature of deponent)

A Commissioner, etc.

Form 6

The Business Corporations Act

ARTICLES OF AMALGAMATION

- 1. The name of the amalgamated corporation is
- 2. The amalgamation agreement has been duly approved as required by section 196 of *The Business Corporations Act*.
- 3. The names of the amalgamating corporations and the dates on which the amalgamation agreement was approved by the shareholders of each of the amalgamating corporations are

Names of corporations	Dates of shareholders' approval

- 4. The following is a certified copy of the amalgamation agreement :

These articles are executed in duplicate for delivery to the Minister.

CERTIFIED

Names and seals of the amalgamating corporations and signatures and descriptions of office of their proper officers.

AFFIDAVIT OF VERIFICATION

PROVINCE OF ONTARIO

.....OF.....

TO WIT:

IN THE MATTER OF *THE BUSINESS CORPORATIONS ACT* AND THE ARTICLES OF AMALGAMATION OF

.....  
(name of amalgamated corporation)

I, ..... of the .....  
(full name of deponent) (status of municipality)  
of ..... in the .....  
(name of municipality) (county, etc. or district)  
of ..... in the .....  
(name of county, etc. or district) (province or state)  
of ....., make oath and say that :  
(name of province or state)





6. The corporation has obtained the consent of the Corporations Tax Branch of the Department of Revenue to the dissolution and has filed all annual returns and paid the prescribed fees under *The Corporations Information Act*.

These articles are executed in duplicate for delivery to the Minister.

.....  
(name of corporation)

BY:

.....  
(signature) (description of office)

.....  
(signature) (description of office)

(corporate seal)

AFFIDAVIT OF VERIFICATION

PROVINCE OF ONTARIO  
.....OF.....  
TO WIT:

IN THE MATTER OF *THE BUSINESS CORPORATIONS ACT* AND THE ARTICLES OF DISSOLUTION OF  
.....  
(name of corporation)

I, ..... of the .....  
(full name of deponent) (status of municipality)  
of ..... in the .....  
(name of municipality) (county, etc. or district)  
of ..... in the .....  
(name of county, etc. or district) (province or state)  
of ..... , make oath and say that:  
(name of province or state)

1. I am ..... of .....  
(description of office) (name of corporation)

and as such have personal knowledge of the matters herein deposed to.

2. The statements contained in the accompanying articles of dissolution are true.

3. The corporation has complied with the requirements of *The Business Corporations Act* and the conditions contained in the articles and by-laws of the corporation precedent to the delivery of articles of dissolution.

Sworn before me at the  
of ..... in the  
of ..... this day  
of ..... , 19

.....  
(signature of deponent)

A Commissioner, etc.

Form 8

The Business Corporations Act

ARTICLES OF DISSOLUTION

OF

.....

(name of corporation)

incorporated on .....

(date of incorporation)

1. The corporation has not commenced business.
2. None of the shares of the corporation has been issued.
3. The dissolution has been duly authorized under clause c of section 247 of *The Business Corporations Act*.
4. The corporation has no debts, obligations or liabilities.
5. After satisfying the interests of creditors in all its debts, obligations and liabilities, if any, the corporation,  
(a) has no property to distribute; or  
(b) has distributed its remaining property to the persons entitled thereto.
6. There are no proceedings pending in any court against the corporation.
7. The corporation has given notice of its intention to dissolve by publication once in *The Ontario Gazette* and once in " ", a newspaper having general circulation in the place where the corporation has its head office.
8. The corporation has obtained the consent of the Corporations Tax Branch of the Department of Revenue to the dissolution and has filed all annual returns and paid the prescribed fees under *The Corporations Information Act*.

These articles are executed in duplicate for delivery to the Minister.

Signatures and full names of all of the incorporators or their personal representatives.

AFFIDAVIT OF VERIFICATION

PROVINCE OF ONTARIO	IN THE MATTER OF <i>THE BUSINESS CORPORATIONS ACT</i> AND THE ARTICLES OF DISSOLUTION OF
.....OF.....	.....
TO WIT:	(name of corporation)
I, .....	of the .....
(full name of deponent)	(status of municipality)
of.....	in the .....
(name of municipality)	(county, etc. or district)



of..... in the .....  
(name of county, etc. or district) (province or state)

of....., make oath and say that:  
(name of province or state)

1. I am.....  
(description of office)

of.....  
(name of corporation)

and as such have personal knowledge of the matters herein deposed to.

2. The statements in the accompanying articles of dissolution are true.

3. The corporation has complied with the requirements of *The Business Corporations Act* and the conditions contained in the articles and by-laws of the corporation precedent to the delivery of articles of dissolution.

Sworn before me at the	
of	in the
of	this day
of	, 19
A Commissioner, etc.	

.....  
(signature of deponent)

O. Reg. 492/70, Form 8.

**Form 9**

*The Business Corporations Act*

APPLICATION FOR AN ORDER  
PERMITTING REMOVAL OF RECORDS FROM THE HEAD OFFICE

TO: THE MINISTER OF FINANCIAL  
AND COMMERCIAL AFFAIRS:

1. Name of the applicant corporation

2. Date of incorporation

3. The corporation is not in default in filing its annual returns and paying the prescribed fees under *The Corporations Information Act*.

4. It is requested that an order under subsection 3 of section 161 of *The Business Corporations Act*, be made, permitting the corporation to remove the records mentioned in sections 157 and 158 of the Act from its head office and to keep them at the following address

5. The necessity therefor is as follows

6. This application has been duly authorized,

- (a) by a resolution approved by a majority of the votes cast at a general meeting of the shareholders of the corporation duly called for that purpose and held on.....; or
- (b) by the consent in writing of all the shareholders of the corporation entitled to vote at such meeting.

7. The corporation hereby undertakes, if requested by the Minister, to return forthwith to its head office or some other place in Ontario designated by the Minister such of the records as may be removed.

Dated this.....day of....., 19....

.....  
(name of corporation)

BY:

.....  
(signature) (description of office)

.....  
(signature) (description of office)

(corporate seal)

AFFIDAVIT OF VERIFICATION

PROVINCE OF ONTARIO

.....OF.....

TO WIT:

IN THE MATTER OF *THE BUSINESS CORPORATIONS ACT* AND THE APPLICATION FOR AN ORDER PERMITTING THE REMOVAL OF RECORDS FROM THE HEAD OFFICE OF

.....  
(name of applicant corporation)

I, ..... of the .....  
(full name of deponent) (status of municipality)

of ..... in the .....  
(name of municipality) (county, etc. or district)

of ..... in the .....  
(name of county, etc. or district) (province or state)

of ....., make oath and say that:  
(name of province or state)

1. I am.....  
(description of office)

of.....  
(name of applicant corporation)

and as such have personal knowledge of the matters herein deposed to.

2. The statements contained in the accompanying application are true.

Sworn before me at the	
of	in the
of	this day
of	, 19

(signature of deponent)

A Commissioner, etc.

O. Reg. 492/70, Form 9.

Form 10

The Business Corporations Act

BOND OF A GUARANTEE COMPANY

Whereas.....  
(name of corporation)

(hereinafter called the "corporation") has applied to the Minister of Financial and Commercial Affairs for an order under subsection 3 of section 161 of *The Business Corporations Act*,

And whereas the Minister of Financial and Commercial Affairs has directed that, as a condition of making the said order, these presents be executed:

Now therefore these presents witness that.....  
(name of surety)

is held and firmly bound unto the Treasurer of Ontario for the time being in the penal sum of \$10,000, to be paid to the Treasurer of Ontario for the time being or to any person who may be entitled upon assignment from the Treasurer of Ontario for the time being to recover the sum hereby secured for

which payment well and truly to be made.....  
(name of surety)

binds itself, its successors and assigns firmly by these presents.

The condition of this obligation is such that if.....  
(name of corporation)

does at all proper times allow the records mentioned in sections 157 and 158 of *The Business Corporations Act* to be inspected at the head office of the said corporation by any person entitled thereto as the Minister of Financial and Commercial Affairs may direct from time to time by due notice to the said corporation, after application to him by such person for such inspection, and if the auditors of the said corporation are at all times persons who are licensed by The Public Accountants Council for the Province of Ontario or who are members in good standing in an institute or association of accountants incorporated under the authority of the Legislature of any province of Canada, then this obligation is to be void, otherwise to remain in full force and effect.



Provided that, if the said surety at any time gives two calendar months notice in writing to the Treasurer of Ontario of intention to terminate this suretyship, this obligation shall cease and determine as of the date of such termination except as to any claim hereunder arising prior to such last-mentioned date. Notice of any claim hereunder shall be made upon the surety within one year following the date of termination as herein provided.

In witness whereof.....has caused its corporate seal  
(name of surety)

to be affixed hereto by the hands of its proper officers in that behalf this.....day of....., 19....

.....  
(name of surety)

BY:

.....  
(signature) (description of office)

.....  
(signature) (description of office)

O. Reg. 492/70, Form 10.

Form 11

*The Business Corporations Act*

POWER OF ATTORNEY

Know all men by these presents that.....  
(name of appointing corporation)

(hereinafter called the "corporation") hereby nominates, constitutes and appoints.....  
(name of attorney in full)

.....  
(business address of the attorney, including street number and municipality)

its true and lawful attorney, to act as such, and as such to sue and be sued, plead and be impleaded in any court in Ontario, and generally on behalf of the corporation within Ontario to accept service of process and to receive all lawful notices and, for the purposes of the corporation, to do all acts and to execute all deeds and other instruments relating to the matters within the scope of this power of attorney. Until due lawful notice of the appointment of another and subsequent attorney has been given to and accepted by the Minister of Financial and Commercial Affairs, service of process or of paper- and notices upon the said.....  
(name of attorney in full)

shall be accepted by the corporation as sufficient service.

Dated this.....day of....., 19....

.....  
(name of corporation)

BY:

.....  
(signature) (description of office)

.....  
(signature) (description of office)

(corporate seal)

CONSENT TO ACT AS ATTORNEY

I, ..... of .....  
(name of attorney in full) (business address, including street number and municipality)

hereby consent to act as the attorney in the Province of Ontario of .....  
(name of corporation)

pursuant to the power of attorney in that behalf executed by the said corporation on the .....

day of ....., 19...., authorizing me to accept service of process, papers and notices on its behalf.

Dated this.....day of ....., 19....

AFFIDAVIT OF EXECUTION

PROVINCE OF ONTARIO

.....OF.....

TO WIT:

IN THE MATTER OF *THE BUSINESS CORPORATIONS ACT* AND

.....  
(name of corporation)

I, ..... of the .....  
of ..... in the .....  
of ..... in the Province of Ontario, make oath and say that:

1. I was personally present and did see .....  
sign or execute the accompanying consent to act as attorney in the Province of Ontario of .....
2. I am a subscribing witness to the said consent.

Sworn before me at the

of ..... in the .....  
of ..... this ..... day .....  
of ..... , 19 .....

.....  
(signature of deponent)

A Commissioner, etc.

O. Reg. 492/70, Form 11.

Form 12

*The Business Corporations Act*

APPLICATION FOR REVIVAL OF CORPORATION

TO THE MINISTER OF FINANCIAL  
AND COMMERCIAL AFFAIRS:

1. Name of the dissolved corporation

2. Date of incorporation

3. Date of dissolution

4. The following terms and conditions have been complied with:

- (a) The annual returns required to be filed by the corporation under *The Corporations Information Act* have been filed and the prescribed fees payable on the filing of such returns have been paid to the date of dissolution and all other defaults of the corporation to the date of dissolution have been remedied.
- (b) The consent of the Corporations Tax Branch of the Department of Revenue to the requested revival has been obtained.
- (c) The Public Trustee has no objection to the requested revival.

5. Immediately before dissolution the interest of the applicant in the corporation was

6. The reasons for requesting revival of the corporation are

7. It is requested that the corporation be revived under the provisions of subsection 4 of section 251 of *The Business Corporations Act*.

Dated this.....day of....., 19....

Full name and signature of applicant

AFFIDAVIT OF VERIFICATION

PROVINCE OF ONTARIO		IN THE MATTER OF <i>THE BUSINESS CORPORATIONS ACT</i> AND THE APPLICATION FOR REVIVAL OF
.....OF.....		
TO WIT:		..... (name of the dissolved corporation)
I, .....		..... (full name of deponent)
of .....		..... (full residence address)
make oath and say that:		



1. I am.....  
(state interest in the dissolved corporation)

.....  
of.....  
(name of dissolved corporation)

and have personal knowledge of the matters herein deposed to.

2. The statements contained in the accompanying application are true.
3. This application is made in good faith and is not made for any improper purpose.

Sworn before me at the	
of.....in the	
of.....this    day	
of....., 19	..... (signature of deponent)

A Commissioner, etc.

O. Reg. 492/70, Form 12.

Form 13

*The Business Corporations Act*

INITIAL REPORT OF INSIDER

1. Name of corporation of which the undersigned is insider  
.....
2. Full name of the undersigned. ....
3. Business address of the undersigned. ....  
.....
4. Indicate in what capacity or capacities the undersigned qualifies as an insider (see instruction 3).....  
.....
5. Securities of corporation,
- (a) beneficially owned, directly or indirectly, by the undersigned on.....  
(day) (month) (year)
- (b) over which the undersigned is in a position to exercise control or direction over, as at  
.....  
(day) (month) (year)
- (See instruction 4)

Designation of security (See instruction 5)	Amount or number (See instruction 6)	Nature of ownership (See instruction 7)

6. Additional remarks: .....

.....

The undersigned hereby certifies that the information given in this report is true and complete in every respect .....

(date of report) (signature) (See instruction 9)

It is an offence under *The Business Corporations Act* to file a false or misleading report.

Instructions:

1. File two signed copies of the report with the Ontario Securities Commission as and when provided for by subsections 1 and 2 of section 148 of the Act.
2. File a separate report with respect to each corporation of which you are an insider.
3. Indicate in what capacity you qualify as an insider, for example, "director", "senior officer", "beneficial owner of such number of equity shares as carry more than 10 per cent of the votes attached to all equity shares of the corporation", "person who exercises control or direction over the equity shares of a corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding", or "corporation insider re: purchase and resale of own shares". If you qualify in more than one capacity, so state. In connection with the meaning of the word "insider", see clause 15 of subsection 1 of section 1, subsection 6 of section 1 and section 41 of the Act.
4. State separately your beneficial ownership of securities of the corporation as of the date referred to in either subsection 1 or 2 of section 148 of the Act as may be applicable, and state the capacity in which control or direction over the securities may be exercised.
5. Under "Designation of security", identify each class of security beneficially owned or over which control or direction may be exercised, for example, "Common shares", "First preference shares", "5% Debentures due 1975", etc.
6. In reporting the amount or number of securities beneficially owned or over which control or direction may be exercised, in the case of debt obligations, give the principal amount thereof and in the case of shares give the number thereof.
7. Under "Nature of ownership", state whether and to what extent your beneficial ownership of securities is direct or indirect. To the extent your ownership is indirect indicate in a footnote or some other appropriate manner the name or identity of the medium through which such securities are indirectly owned and state the amount or number so owned by such medium. Report securities owned indirectly on separate lines from securities owned directly. State, also, whether you may exercise control or direction over securities and report the amount or number on a separate line. To the extent that you may exercise control or direction over securities indicate the means by which such control or direction is exercised and state the amount or number of the securities.

8. You may include any additional information or explanation that you consider relevant.
9. If the report is filed on behalf of a company, partnership, trust or other entity, the name of the company or other entity shall appear in printed form and the name and office of the signee shall be in printed form immediately following the signature and there shall be filed with the Commission a certified copy of the resolution or by-law authorizing such person or persons to file, and the resolution or by-law shall show all directors and officers present when the resolution or by-law was authorized. If the report is filed by an individual it shall be signed by him ; if signed on his behalf by an agent there shall be filed with the Commission a duly completed power of attorney.
10. If space provided in any item is insufficient, additional sheets may be used and must be cross-referred to the item and properly identified and signed.
11. Form 21 of Regulation 794 of Revised Regulations of Ontario, 1970 under *The Securities Act* may be used *mutatis mutandis* in lieu of this Form.

O. Reg. 492/70, Form 13.

Form 14

*The Business Corporations Act*

REPORT OF INSIDER ON CHANGES IN OWNERSHIP OF,  
OR CONTROL OR DIRECTION OVER, SECURITIES

1. Name of corporation of which the undersigned is insider.....  
.....
2. Full name of the undersigned.....
3. Business address of the undersigned.....  
.....
4. Indicate in what capacity or capacities the undersigned qualifies as an insider.....  
.....  
.....(see instruction 3)
5. Information given for calendar month of.....
6. Changes during month in the undersigned's direct or indirect beneficial ownership of, or control or direction over, securities of corporation :

Designation of security (see instruction 5)	Date of purchase or sale transaction (see instruction 6)	Amount or No. purchased or otherwise acquired (see instruction 7)	Amount or No. sold or otherwise disposed of (see instruction 7)	Price per share or unit at which sold or purchased or otherwise acquired or disposed of	Nature of ownership or control or direction over securities (see instruction 8)



7. Securities of corporation beneficially owned directly or indirectly by the undersigned at the end of the month, and securities of corporation over which at the end of the month the undersigned exercised control or direction:

Designation of security (see instruction 5)	Amount or number (see instruction 7)	Nature of ownership or control or direction over securities (see instruction 8)

8. Additional Remarks:

The undersigned hereby certifies that the information given in this report is true and complete in every respect.

.....  
(date of report) (signature) (see instruction 11)

It is an offence under *The Business Corporations Act* to file a false or misleading report.

Instructions:

1. File two signed copies of the report with the Ontario Securities Commission, as and when provided by subsection 3 of section 148 of the Act.
2. File a separate report with respect to each corporation of which you are an insider.
3. Indicate in what capacity you qualify as an insider, for example, "director", "senior officer", "beneficial owner of such number of equity shares as carry more than 10 per cent of the votes attached to all equity shares of the corporation", or "person who exercises control or direction over the equity shares of a corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding", or "corporation insider re: purchase and resale of own shares". If you qualify in more than one capacity, so state. In connection with the meaning of the word "insider", see clause 15 of subsection 1 of section 1, subsection 6 of section 1 and section 41 of the Act.
4. State all changes in your beneficial ownership of, or control or direction over, securities of the corporation during the calendar month for which you are reporting and also your beneficial ownership of or control or direction over securities as of the end of the month. Report every transaction involving a change in your beneficial ownership of, or change in control or direction over, securities during the month even though purchases and sales or other changes during the month are equal or the change involves only the nature of ownership, for example, from direct to indirect ownership.
5. Under "Designation of security", identify each class of security beneficially owned, or over which control or direction is exercised, for example, "Common shares", "First preference shares", "5% Debentures due 1975", etc.
6. Show the date (day, month and year) of each security transaction opposite the amount or number of securities involved in the transaction and the price per unit or share at which the securities were sold or purchased.
7. In reporting the amount or number of securities acquired, beneficially owned or over which control or direction may be exercised, in the case of debt obligations give the principal amount thereof and in the case of shares give the numbers thereof.

8. Under "Nature of ownership" state whether and to what extent your beneficial ownership of securities is direct or indirect. To the extent your ownership is indirect indicate in a footnote or some other appropriate manner the name or identity of the medium through which such securities are indirectly owned and state the amount and number so owned by each such medium. Report securities owned indirectly on separate lines from securities owned directly. State also whether you may exercise control or direction over securities and report the amount or number on a separate line. To the extent that you exercise control or direction over securities indicate the means by which such control or direction may be exercised and state the amount or number of the securities.
9. If you acquired from or sold to the corporation of which you are an insider any of its securities, so state. If the acquisition of securities was through the exercise of an option, so state and give the price per share or unit paid. If any purchase or sale was effected otherwise than in the open market, so state giving particulars. If the transaction was not a purchase or sale, indicate its character, for example, "gift", "stock dividend", etc., as the case may be. (This information may be set out in item 8 of this Form.)
10. You may include any additional information or explanation that you consider relevant.
11. If the report is filed on behalf of a company, partnership, trust or other entity, the name of the company or other entity shall appear in printed form and the name and office of the signee shall be in printed form immediately following the signature and there shall be filed with the Commission a certified copy of the resolution or by-law authorizing such person or persons to file and the resolution or by-law shall show all directors and officers present when the resolution or by-law was authorized. If the report is filed by an individual it shall be signed by him; if signed on his behalf by an agent, there shall be filed with the Commission a duly completed power of attorney.
12. If space provided in any item is insufficient, additional sheets may be used and must be cross-referred to the item and properly identified and signed.
13. Form 22 of Regulation 794 of Revised Regulations of Ontario, 1970 under *The Securities Act* may be used *mutatis mutandis* in lieu of this Form.

O. Reg. 492/70, Form 14.

### Form 15

#### *The Business Corporations Act*

#### INFORMATION CIRCULAR

##### ITEM 1. Revocability of Proxy:

State whether the person giving the proxy has the power to revoke it. If any right of revocation is limited or is subject to compliance with any formal procedure, briefly describe such limitation or procedure.

##### ITEM 2. Persons Making the Solicitation:

(a) If a solicitation is made by or on behalf of the management of the corporation, so state. Give the name of any director of the corporation who has informed the management in writing that he intends to oppose any action intended to be taken by the management and indicate the action that he intends to oppose.

(b) If a solicitation is made otherwise than by or on behalf of the management of the corporation, so state and give the name of the person by whom and on whose behalf it is made.

(c) If the solicitation is to be made otherwise than by mail, describe the method to be employed. If the solicitation is to be made by specially engaged employees or soliciting agents, state,

(i) the material features of any contract or arrangement for such solicitation and identify the parties to such contract or arrangement; and



(ii) the cost or anticipated cost thereof.

(d) State the name of the person by whom the cost of soliciting has been or will be borne, directly or indirectly.

ITEM 3. Interest of Certain Persons in Matters to be Acted Upon:

Give brief particulars of any material interest, direct or indirect, by way of beneficial ownership of securities or otherwise, of each of the following persons in any matter to be acted upon other than the election of directors or the appointment of auditors:

- (a) If the solicitation is made by or on behalf of the management of the corporation, each person who has been a director or senior officer of the corporation at any time since the beginning of the last completed financial year of the corporation.
- (b) If the solicitation is made otherwise than by or on behalf of the management of the corporation, each person on whose behalf, directly or indirectly, the solicitation is made.
- (c) Each proposed nominee for election as a director of the corporation.
- (d) Each associate of any of the foregoing persons.

*Instructions to Paragraph (b):*

1. The following persons shall be deemed to be persons by whom or on whose behalf the solicitation is made:

- (a) Any member of a committee or group that solicits proxies, and any person whether or not named as a member who acting alone or, with one or more other persons, directly or indirectly takes the initiative or engages in organizing, directing or financing any such committee or group.
- (b) Any person who finances or joins with another to finance the solicitation of proxies except a person who contributes not more than \$250 and who is not otherwise a person by whom or on whose behalf the solicitation is made.
- (c) Any person who lends money, furnishes credit or enters into any other arrangements, pursuant to any contract or understanding with a person by whom or on whose behalf a solicitation is made, for the purpose of financing or otherwise inducing the purchase, sale, holding or voting of securities of the corporation, provided, however, that this clause does not include a bank or other lending institution or a broker or dealer who, in the ordinary course of business, lends money or executes orders for the purchase or sale of securities and who is not otherwise a person on whose behalf a solicitation is made.

2. The following persons shall be deemed not to be persons by whom or on whose behalf a solicitation is made:

- (a) Any person retained or employed by a person by whom or on whose behalf a solicitation is made to solicit proxies and who is not otherwise a person by whom or on whose behalf a solicitation is made or any person who merely transmits proxy-soliciting material or performs ministerial or clerical duties.
- (b) Any person employed or retained by a person by whom or on whose behalf a solicitation is made in the capacity of lawyer, accountant, or advertising, public relations or financial adviser, and whose activities are limited to the performance of his duties in the course of such employment or retainer.
- (c) Any person regularly employed as an officer or employee of the corporation or any of its affiliates who is not otherwise a person by whom or on whose behalf a solicitation is made.
- (d) Any officer or director of, or any person regularly employed by, any other person by whom or on whose behalf a solicitation is made, if such officer, director or employee is not otherwise a person by whom or on whose behalf a solicitation is made.



**ITEM 4. Voting Shares and Principal Holders Thereof:**

(a) State as to each class of equity shares of the corporation entitled to be voted at the meeting the number of shares outstanding of each such class and the number of votes to which each share of each such class is entitled.

(b) Give the record date as of which the shareholders entitled to vote at the meeting will be determined or particulars as to the closing of the share transfer register, as the case may be, and if the right to vote is not limited to shareholders of record as of a specified record date, indicate the conditions under which shareholders are entitled to vote.

(c) If action is to be taken with respect to the election of directors and if the shareholders or any class of shareholders have the right to elect a specified number of directors or have cumulative or similar voting rights, include a statement of such rights and state briefly the conditions precedent, if any, to the exercise thereof.

(d) If, to the knowledge of the directors or senior officers of the corporation, any person beneficially owns, directly or indirectly, equity shares carrying more than 10% of the voting rights attached to all equity shares of the corporation, name each such person, state the approximate number of such shares beneficially owned, directly or indirectly, by each such person and the percentage of outstanding equity shares of the corporation represented by the number of shares so owned.

**ITEM 5. Election of Directors:**

(a) If directors are to be elected, furnish the following information, in tabular form to the extent practicable, with respect to each person proposed to be nominated for election as a director and each other person whose term of office as a director will continue after the meeting:

(i) Name each such person, state when his term of office or the term of office for which he is a proposed nominee will expire and all other positions and offices with the corporation presently held by him, and indicate which of such persons are proposed nominees for election as directors at the meeting.

(ii) State the present principal occupation or employment of each such person, giving the name and principal business of any corporation or other organization in which such employment is carried on. Furnish similar information as to all of the principal occupations or employments of each such person within the five preceding years, unless he is now a director and was elected to his present term of office by a vote of shareholders at a meeting, the notice of which was accompanied by an information circular.

(iii) If any such person is or has been a director of the corporation, state the period or periods during which he has served as such.

(iv) State the approximate number of shares of each class of equity shares of the corporation or of a subsidiary of the corporation beneficially owned, directly or indirectly, by each such person.

(v) If more than 10% of the voting rights attached to all equity shares of the corporation or of a subsidiary of the corporation are beneficially owned, directly or indirectly, by any such person and his associates, state the approximate number of each class of such shares beneficially owned by such associates, naming each associate whose shareholdings are substantial.

(b) If any proposed nominee for election as a director is to be elected pursuant to any arrangement or understanding between the nominee and any other person, except the directors and senior officers of the corporation acting solely in such capacity, name such other person and describe briefly such arrangement or understanding.

**ITEM 6. Remuneration of Management and Others:**

(a) If action is to be taken with respect to,

(i) the election of directors;

- (ii) any bonus, profit sharing or other remuneration plan, contract or arrangement in which any director or proposed nominee for election as director or senior officer of the corporation will participate;
- (iii) any pension or retirement plan of the corporation in which any such person will participate; or
- (iv) the granting or extension to any such person of any options, warrants or rights to purchase any shares or convertible securities other than warrants or rights issued to shareholders as such, or to shareholders as such resident in Canada, on a *pro rata* basis,

furnish the information required by paragraphs (b), (c), (d), (e), and (f), in tabular form if practicable, provided that if the solicitation is made by or on behalf of a person other than the management of the corporation, the information required by this item need be furnished only as to proposed nominees of the person for election as directors and as to their associates.

(b) State the aggregate direct remuneration paid or payable by the corporation and its subsidiaries, whose financial statements are consolidated with those of the corporation, to the directors and the senior officers of the corporation during the corporation's last completed financial year, and as a separate amount the aggregate direct remuneration paid or payable to such directors and senior officers by the subsidiaries of the corporation whose financial statements are not consolidated with those of the corporation.

*Instructions:*

1. Do not include remuneration paid or payable to a partnership in which any person in receipt of remuneration was a partner.
2. The information called for by paragraphs (b), (c) and (d) of this item may be given for all directors and senior officers as a group, without naming them.

(c) State the estimated aggregate cost to the corporation and its subsidiaries in the last completed financial year of all pension benefits proposed to be paid under any normal pension plan in the event of retirement at normal retirement age, directly or indirectly, by the corporation or any of its subsidiaries to the persons mentioned in paragraph (b) or, in the alternative, the estimated aggregate amount of all such pension benefits proposed to be paid in the event of retirement at normal retirement age, directly or indirectly, by the corporation or any of its subsidiaries to the persons mentioned in paragraph (b).

(d) State the aggregate of all remuneration payments (other than payments of the type required to be reported under paragraph (b) or (c)) made during the corporation's last completed financial year and, as a separate amount, proposed to be made in the future, directly or indirectly, by the corporation or any of its subsidiaries pursuant to any existing plan or arrangement to each person referred to in paragraph (b), provided that information need not be included as to payments to be made for, or benefits to be received from, group life or accident insurance, group hospitalization or similar group benefits or payments.

*Instructions:*

1. The word "plan" in paragraph (d) includes all plans, contracts, authorizations or arrangements, whether or not contained in any formal document or authorized by any resolution of the directors of the corporation or its subsidiaries, but does not include the Canada Pension Plan or any Government plan similar thereto.
2. In paragraph (d), if it is impracticable to state the amount of remuneration payments proposed to be made, the aggregate amount set aside and accrued to date in respect of such payments shall be stated, together with an explanation of the basis of future payments.
3. In giving information as to aggregate remuneration payments under paragraph (d) include any payments made or proposed to be made with respect to deferred compensation benefits, retirement benefits or other benefits except for such amounts as were paid or would be paid under the normal pension plan of the corporation and its subsidiaries.

(e) State as to all options to purchase securities of the corporation or any of its subsidiaries that, since the commencement of the corporation's last completed financial year, were granted to or exercised by all the persons mentioned in paragraph (b) as a group, without naming them, the following particulars:



## (A) Options granted, state:

- (i) the description and number of securities included,
- (ii) the dates of grant, the prices, expiration dates and other material provisions,
- (iii) the consideration received for the granting thereof, and
- (iv) where reasonably ascertainable, a summary showing the price range of the securities in the thirty-day period preceding the date of grant and, if not reasonably ascertainable, a statement to that effect.

## (B) As to options exercised, state:

- (i) the description and number of securities purchased,
- (ii) the purchase price, and
- (iii) where reasonably ascertainable, a summary showing the price range of the securities in the thirty-day period preceding the date of purchase and, if not reasonably ascertainable, a statement to that effect.

*Instructions:*

1. The word "options" as used in paragraph (e) includes all options, share purchase warrants or rights other than those issued to all shareholders of the same class or to all shareholders of the same class resident in Canada on a *pro rata* basis.

2. The extension of options shall be deemed a granting of options within the meaning of paragraph (e).

3. The information regarding the option price of the securities may be given in the form of price ranges for each calendar quarter during which options were granted or exercised.

4. Where the price of the securities is not meaningful, it is permissible to state in lieu of such price the formula by which the price of the securities under option will be determined.

## (f) In regard to,

- (i) each director and each senior officer of the corporation;
- (ii) each proposed nominee for election as a director of the corporation; and
- (iii) each associate of any such director, senior officer or proposed nominee,

who is or has been indebted to the corporation or its subsidiaries at any time since the beginning of the last completed financial year of the corporation, state the largest aggregate amount of indebtedness outstanding at any time during the period, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon.

*Instructions:*

1. It is not necessary in the determination of the amount of indebtedness to include amounts due from the particular person for purchases subject to usual trade terms, for ordinary travel and expense advances and for other like transactions.

2. Such information need not be furnished for any person whose aggregate indebtedness did not exceed \$5,000 at any time during the period specified.

**ITEM 7. Interest of Management and Others in Material Transactions:**

Describe briefly, and where practicable state the approximate amount, of any material interest, direct or indirect, of any of the following persons in any transaction since the commencement of the corporation's last completed financial year or in any proposed transaction which, in either such case, has materially affected or will materially affect the corporation or any of its subsidiaries:



- (i) any director or senior officer of the corporation;
- (ii) any proposed nominee for election as a director of the corporation;
- (iii) any shareholder named in answer to paragraph (d) of item 4; and
- (iv) any associate or affiliate of any of the foregoing persons.

*Instructions:*

1. Give a brief description of the material transaction, the name and address of each person whose interest in any transaction is described and the nature of the relationship by reason of which such interest is required to be described.

2. As to any transaction involving the purchase or sale of assets by or to the corporation or any subsidiary, otherwise than in the ordinary course of business, state the cost of the assets to the purchaser and the cost of the assets to the seller if acquired by the seller within two years prior to the transaction.

3. This item does not apply to any interest arising from the ownership of securities of the corporation where the security-holder receives no extra or special benefit or advantage not shared on a *pro rata* basis by all holders of the same class of securities or by all holders of the same class of securities who are resident in Canada.

4. Information shall be included as to any material underwriting discounts or commissions upon the sale of securities by the corporation where any of the specified persons was or is to be an underwriter who was or is to be in contractual relationship with the corporation with respect to securities of the corporation or is an associate, affiliate or partner of a person or partnership that was or is to be such an underwriter.

5. No information need be given in answer to this item as to any transaction or any interest therein where,

- (a) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;
- (b) the interest of the specified person in the transaction is solely that of a director of another corporation that is a party to the transaction;
- (c) the transaction involves services as a chartered bank or other depositary of funds, transfer agent, registrar, trustee under a trust indenture or other similar services; or
- (d) the transaction does not, directly or indirectly, involve remuneration for services, and,
  - (i) the interest of the specified person arose from the beneficial ownership, direct or indirect, of less than 10% of any class of equity shares of another corporation that is a party to the transaction,
  - (ii) the transaction is in the ordinary course of business of the corporation or its subsidiaries, and
  - (iii) the amount of the transaction or series of transactions is less than 10% of the total sales or purchases, as the case may be, of the corporation and its subsidiaries for the last completed financial year.

6. Information shall be furnished in answer to this item with respect to transactions not excluded above which involve remuneration, directly or indirectly, to any of the specified persons for services in any capacity unless the interest of such persons arises solely from the beneficial ownership, direct or indirect, of less than 10% of any class of equity shares of another corporation furnishing the services to the corporation or its subsidiaries.

7. This item does not require the disclosure of any interest in any transaction unless such interest and transaction are material.

**ITEM 8. Appointment of Auditors:**

If action is to be taken with respect to the appointment of auditors, name such auditors and, if appointed within the preceding five years, the date when they were first appointed.

**ITEM 9. Management Contracts:**

Where management functions of the corporation or a subsidiary are to any substantial degree performed by a person other than the directors or senior officers of the corporation or subsidiary,

- (a) give details of the agreement or arrangement under which such functions are so performed, including the name and address of any person who is a party to such agreement or arrangement or who is responsible for performing such functions;
- (b) give the names and addresses of the insiders of any corporation with which the corporation or subsidiary has any such agreement or arrangement;
- (c) with respect to any person named in answer to paragraph (a) state the amounts paid or payable by the corporation and its subsidiaries to such person since the commencement of the corporation's last completed financial year and give particulars with respect thereto; and
- (d) with respect to any person named in answer to paragraph (a) or (b) of this item or their associates or affiliates, give particulars of,
  - (i) any indebtedness of such person to the corporation or its subsidiaries that was outstanding, and
  - (ii) any transaction or arrangement of such person with the corporation or subsidiary,

at any time since the commencement of the corporation's last completed financial year.

**Instructions:**

1. In giving the information called for by this item, it is not necessary to refer to any matter that in all the circumstances is of relative insignificance.

2. In giving particulars of indebtedness state the largest aggregate amount of indebtedness outstanding at any time during the period, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding and the rate of interest paid or charged thereon.

3. It is not necessary in the determination of the amount of indebtedness to include amounts due from the particular person for purchases subject to usual trade terms, for ordinary travelling and expense advances and for other like transactions.

**ITEM 10. Particulars of Matters to be Acted Upon:**

If action is to be taken on any matter to be submitted to the meeting of shareholders other than the approval of financial statements, the substance of each such matter, or related groups of matters, should be briefly described, except to the extent described pursuant to the foregoing items, in sufficient detail to permit shareholders to form a reasoned judgment concerning any such matter. Without limiting the generality of the foregoing, such matters include increases or decreases of authorized or issued capital, amendments to articles, property acquisitions or dispositions, amalgamations, mergers or reorganizations. If any such matter is one that is not required to be submitted to a vote of shareholders, the reasons for submitting it to shareholders should be given and a statement should be made as to what action is intended to be taken by management in the event of a negative vote by the shareholders.





## REGULATION 79

### under The Cemeteries Act

#### CLOSINGS AND REMOVALS

1. The cemeteries or parts of cemeteries described in the schedules are declared closed. R.R.O. 1960, Reg. 42, s. 1.

#### Schedule 1

##### CHURCH OF HERALD ANGELS CEMETERY

In the Township of the Front of Leeds and Lansdowne in the County of Leeds, containing by admeasurement 1 acre, more or less, which parcel or tract of land is composed of part of the west half of Lot 2, in Concession 5, of the Township of the Front of Leeds and Lansdowne, described as follows:

BEGINNING where a post has been planted at the southwest angle of the said lot; thence east 5 chains to a post planted by Provincial Land Surveyor Thomas T. Bower; thence north 2 chains to another post planted by Thomas T. Bower; thence west 5 chains to the limit between lots 1 and 2; thence south 2 chains to the place of beginning; and in which the said Church is now erected. R.R.O. 1960, Reg. 42, Sched. 5.

#### Schedule 2

##### ISLINGTON CEMETERY

1. In the Township of Etobicoke in the County of York, composed of part of Lot 8, in Concession 2 or A, Clergy Block, described as follows:

BEGINNING at the intersection of the northwesterly limit of Dundas Street with the southwesterly limit of Burnhamthorpe Road; thence south 34° west along the northwesterly limit of Dundas Street 126 feet to a standard iron bar; thence continuing south 34° west along the northwesterly limit of Dundas Street 82 feet 6 inches to the place of beginning; thence continuing south 34° west along the northwesterly limit of Dundas Street 165 feet to a point; thence north 56° west 132 feet to a point; thence north 34° east 165 feet to a point; thence south 56° east 132 feet to the place of beginning. R.R.O. 1960, Reg. 42, Sched. 6.

#### Schedule 3

##### KNOX UNITED CHURCH, DURHAM

In the Town of Durham in the County of Grey, described as follows:

BEGINNING at a point in the westerly limit of Queen Street distant 80.0 feet measured south

11° 22' 30" east thereon from the intersection of said limit with the southerly limit of the Durham Road; thence south 81° 44' 30" west parallel with southerly limit of the Durham Road a distance of 195.0 feet; thence south 9° 43' 20" east a distance of 247.35 feet; thence north 80° 51' 30" east a distance of 202.0 feet to the westerly limit of Queen Street; thence north 11° 22' 30" west along said westerly limit a distance of 244.50 feet to the place of beginning. R.R.O. 1960, Reg. 42, Sched. 7.

#### Schedule 4

##### LUNDY'S LANE AND LOWELL AVENUE CEMETERY, NIAGARA FALLS

In the City of Niagara Falls in the County of Welland, described as follows:

BEGINNING at an iron bar planted at the northeast corner of Lot 3, on the north side of Lundy's Lane between Victoria Street (now Drummond Road) and Main Street, according to Registered Plan No. 653 for the Village, now City, of Niagara Falls; thence westerly along the northerly limit of Lot 3, 99.0 feet to a point; thence southerly parallel to the easterly limit of Lot 3, 99.66 feet to a point in the southerly limit of Lot 3, thence easterly along the southerly limit of Lot 3, 99.0 feet to an iron stake planted at the southeasterly corner of Lot 3; thence northerly along the easterly limit of Lot 3, 99.66 feet to the place of beginning. R.R.O. 1960, Reg. 42, Sched. 8.

#### Schedule 5

##### MISSISSAUGA STREET CEMETERY, TOWN OF NIAGARA

In the Town of Niagara in the County of Lincoln, composed of part of Lot 315, as shown on a Plan registered in the Registry Office for the Registry Division of the County of Lincoln, as Plan No. 86, more particularly described as follows:

BEGINNING at a point in the easterly boundary of Mississauga Street distant therein north 34° 44' east, 105.0 feet from its intersection with the northerly boundary of John Street; thence north 34° 44' east along the said easterly boundary, 106.8 feet, more or less, to the most northerly angle of Lot 315; thence south 55° 28' east along the line between lots 315 and 290, 208.9 feet, more or less, to the most easterly angle of Lot 315; thence south 34° 44' west along the line between lots 315 and 316, 106.8 feet; thence north 55° 28' west, 208.9 feet, more or less, to the place of beginning. R.R.O. 1960, Reg. 42, Sched. 13.

**Schedule 6**

## OLD ST. CASIMIR'S CEMETERY

In the Township of Hagarty in the County of Renfrew, being composed of part of Lot 4, in Concession 12, described as follows:

BEGINNING at a point where a post is placed at the northwest corner of Lot 4, adjoining the road allowance on the right bank of the Bonchere River, running in a southerly direction 96 yards to the public road, then at an angle of 90° in an easterly direction along the public road 72 yards; thence at an angle of 90° in a northerly direction 96 yards to the said road allowance on the right bank of the Bonchere River; thence west at an angle of 90° along the said road allowance 72 yards to the place of beginning, containing 1 acre, 1 rood and 28 rods, more or less. R.R.O. 1960, Reg. 42, Sched. 14.

**Schedule 7**

## OLD STREETSVILLE CEMETERY

In the Village of Streetsville in the County of Peel, being composed of part of the west half of Lot 3 in Concession 4, west of Hurontario Street, described as follows:

BEGINNING at an iron bar planted in the southwest limit of Lot 3, being also in the northeast limit of the road allowance between concessions 4 and 5, west of Hurontario Street and which iron bar is also planted at the most southerly angle of Lot 15, according to T. Street's plan of part of the Village of Streetsville; thence south 44° 43' 30" east along the southwest limit of Lot 3, 191.42 feet to an iron bar planted in the same where it is intersected by the line of an existing post-and-wire boundary fence, and which iron bar is also planted at the most westerly angle of Lot 14, according to T. Street's plan; thence north 49° 41' 20" east to and along the same post-and-wire boundary fence, being also along the northwest limit of lots 14 and 36 as occupied, to an iron bar planted in the same at its intersection with a fence running in a north-westerly direction, defining the southwest limit of lots 34 and 35, according to T. Street's plan; thence north 44° 07' 30" west along the last said limits 197 feet to an iron bar planted in the same at its intersection with a fence running in a south-westerly direction defining the southeast limits of lots 33 and 15, according to T. Street's plan; thence south 48° 13' 30" west along the last said limit 218.73 feet more or less, to the place of beginning. R.R.O. 1960, Reg. 42, Sched. 15.

**Schedule 8**

## THE PATTERSON BEARBROOK CEMETERY

In the Township of Cumberland in the County of Russell, composed of part of the east half of Lot 22, in Concession 6, described as follows:

BEGINNING at the point where the southeasterly limit of the public road called the Bearbrook Road intersects the point or easterly limit of the east half of Lot 22, thence southeasterly and following the said point or easterly limit of the east half of Lot 22, 4 chains, 95-3/10 links; thence southwesterly and at right angles to the said point or easterly limit of the east half of Lot 22, 2 chains, 41 2/3 links; thence northwesterly and parallel to the point or easterly limit of the east half of Lot 22, 3 chains, 32-3/10 links to the southeasterly limit of Bearbrook Road and thence northeasterly and following the last-mentioned limit 2 chains, 91 1/2 links to the place of beginning. R.R.O. 1960, Reg. 42, Sched. 16.

**Schedule 9**

## ST. PAUL'S UNITED CHURCH CEMETERY, LANARK

In the Township of Lanark in the County of Lanark, containing by admeasurement 1 acre, more or less, being composed of a part of the west half of Lot 15, in Concession 6, described as follows:

BEGINNING at the northwest angle of Lot 15 and running southeasterly along the 6th Concession Line of the township 70 yards; thence northeasterly parallel to the line between lots 15 and 16, 70 yards; thence northwesterly parallel to the 6th Concession Line, 70 yards, more or less, to the line between lots 15 and 16; thence southwesterly along the boundary line between lots 15 and 16 to the place of beginning. R.R.O. 1960, Reg. 42, Sched. 20.

**Schedule 10**

## ARKELL UNITED CHURCH CEMETERY

In the Township of Puslinch in the County of Wellington, composed of part of Lot 6, Concession 9, described as follows:

BEGINNING at a stake at the easterly angle of Lot 6, Concession 9 of the Township of Puslinch; thence westerly 2 1/2 chains; thence northerly 1 chain 2 1/2 links; thence easterly 2 1/2 chains to the road; thence 1 chain 2 1/2 links to the place of beginning. O. Reg. 192/62, s. 2.

**Schedule 11**

## TRINITY ANGLICAN CHURCH CEMETERY

In the Township of Darlington in the County of Durham, containing by admeasurement three roods, more or less, being the land conveyed by an instrument registered on the 14th day of November, 1853 as No. 1311 (Darlington) from one Robert Virtue to the Lord Bishop of Toronto and being composed of part of Lot 17 in Concession 8, described as follows:



BEGINNING at a post planted in the southerly limit of the said Lot 17 at a distance of 9 chains and 7 links, more or less, easterly therealong from the southwest angle of the said Lot 17; thence easterly along the said southerly limit a distance of 3 chains and 75 links to a post planted; thence northerly at right angles to the said southerly limit, a distance of 2 chains to a post planted; thence westerly parallel to the said southerly limit, a distance of 3 chains and 75 links to a post planted; thence southerly a distance of 2 chains to the place of beginning. O. Reg. 85/64, s. 1.

#### Schedule 12

##### ST. ANDREW'S PRESBYTERIAN CHURCH CEMETERY

In the Town of Fergus in the County of Wellington, composed of St. Andrew's Church Lot southeast of Hill Street, as shown on Registered Plan 55 for the said Town, described as follows:

PREMISING that the northwesterly limit of St. George Street has a bearing of north 29° 30' east, and referring all bearings used herein thereto;

BEGINNING at the intersection of the northwesterly limit of St. George Street and the southwesterly limit of Tower Street, and being also the easterly angle of said St. Andrew's Church Lot; thence south 29° 30' west along the southeasterly limit of said St. Andrew's Church Lot, and being also along the northwesterly limit of St. George Street, a distance of 133.6 feet to the southerly angle of the said St. Andrew's Church Lot; thence north 60° 25' west along the southwesterly limit of the said St. Andrew's Church Lot a distance of 266.43 feet to the westerly angle thereof; thence north 29° 33' east along the northwesterly limit of the said St. Andrew's Church Lot being also along the southeasterly limit of Hill Street, a distance of 133.55 feet to the northerly angle of the said St. Andrew's Church Lot; thence south 60° 26' east along the northeasterly limit of the said St. Andrew's Church Lot, being also along the southwesterly limit of Tower Street, a distance of 266.35 feet to the place of beginning. O. Reg. 25/65, s. 1; O. Reg. 85/67, s. 1.

#### Schedule 13

##### OLD METHODIST CEMETERY

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the City of Stratford, County of Perth and Province of Ontario, being composed of a part of Lot 5, Concession 2, Township of Downie, now in the City of Stratford and being more particularly described as follows:

BEGINNING at the southeasterly corner of Lot 5; thence northerly along the easterly limit of the lot a distance of 71.0 feet; thence westerly parallel to

the southerly limit of the lot a distance of 208.71 feet; thence southerly parallel to the easterly limit of the lot a distance of 71.0 feet to the southerly limit of the lot; thence easterly along the southerly limit of the lot a distance of 208.71 feet to the place of beginning. O. Reg. 85/67, s. 2.

#### Schedule 14

##### CEMETERY ON HARMONY ROAD SOUTH CITY OF OSHAWA

In the City of Oshawa in the County of Ontario, being composed of all of Lot 12 according to Harmony Plan, City of Oshawa, the boundaries of said parcel are described as follows:

PREMISING that the bearings as shown on Deposited Plan No. 491 Highways govern all bearings mentioned hereafter;

BEGINNING at the intersection of the north limit of Lot 12, Harmony Plan, with the east limit of the allowance for road between township lots 4 and 5, said intersection being distant 269.62 feet measured south 17° 33' 10" east along said east limit of allowance for road from the intersection with the south limit of King Street East as shown on Deposited Plan No. 491 Highways; thence north 80° 40' 25" east along the north limit of said Lot 12 a distance of 220.39 feet to the northeast angle thereof; thence south 17° 41' 30" east along the east limit of said Lot 12 a distance of 81.50 feet to the southeast angle thereof; thence south 80° 24' 30" west along the south limit of said Lot 12 a distance of 220.44 feet to the intersection of said south limit with the said east limit of allowance for road between township lots 4 and 5, said intersection being distant 82.50 feet measured south 17° 33' 10" east along said east limit of allowance for road from the place of beginning of the herein described parcel of land; thence westerly along said south limit a distance of 26.8 feet more or less to the southwest angle of said Lot 12; thence northerly along the west limit of said Lot 12 a distance of 82.5 feet more or less to the northwest angle thereof; thence easterly along the north limit of said Lot 12 a distance of 27 feet more or less to the place of beginning. O. Reg. 239/68, s. 2.

#### Schedule 15

##### PIONEER VILLAGE CEMETERY PART OF BECHTEL'S TRACT CITY OF KITCHENER COUNTY OF WATERLOO

In the City of Kitchener, in the County of Waterloo, being composed of a part of Bechtel's Tract in the said City of Kitchener, more particularly described as follows:



BEGINNING at a point in the northern limit of the Huron Road where it is intersected by the north-eastern limit of the lands of the Canadian National Railway; thence north  $77^{\circ} 05'$  east along the northern limit of the said Huron Road, a distance of 1,272.41 feet; thence north  $44^{\circ} 37' 30''$  west, a distance of 703.38 feet more or less to a point where a standard iron bar is planted, and which said point is the place of beginning; thence north  $44^{\circ} 37' 30''$  west, a distance of 18 feet more or less to a point where a standard iron bar is planted; thence north  $45^{\circ} 22' 30''$  east, a distance of 51 feet more or less to a point where a standard iron bar is planted; thence south  $44^{\circ} 37' 30''$  east, a distance of 18 feet more or less to a point where a standard iron bar is planted; thence south  $45^{\circ} 22' 30''$  west a distance of 51 feet more or less to the aforesaid place of beginning. O. Reg. 289/68, s. 1.

### Schedule 16

BURK FAMILY BURIAL PLOT  
LOT 16, BROKEN FRONT CONCESSION  
TOWNSHIP OF DARLINGTON  
COUNTY OF DURHAM

In the Township of Darlington, in the County of Durham, composed of part of Lot 16, in the Broken Front Concession, in the said Township, described as follows:

BEGINNING at a point within the interior of said Lot 16 which may be located as follows:

BEGINNING at a point of intersection of the southeasterly limit of the Canadian National Railway right-of-way with the westerly limit of said Lot 16, said point distant southerly in the last-mentioned limit 3899.53 feet on a course of south  $17^{\circ} 35'$  east from the northwesterly angle of said Lot 16; thence south  $46^{\circ} 10'$  east a distance of 920.7 feet to the place of beginning of the lands to be herein described; thence south  $36^{\circ} 48'$  east a distance of 100 feet to a point; thence  $53^{\circ} 12'$  east a distance of 75 feet to a point; thence north  $50^{\circ} 50' 10''$  west a distance of 103.08 feet more or less to a point distant 50 feet on a course of north  $53^{\circ} 12'$  east from the place of beginning; thence south  $53^{\circ} 12'$  west a distance of 50 feet to the place of beginning. O. Reg. 303/70, s. 1.

### Schedule 17

MOUNT VERNON CEMETERY  
TOWN OF BURLINGTON, COUNTY OF HALTON

In the Town of Burlington, in the County of Halton, and which is composed of part of lots numbered 4 and 5, in Concession 3, South of Dundas Street, Township of Nelson, now in the said Town of Burlington and which said parcel or tract of land may be more particularly described as follows:

The bearings shown herein are referred to the southeastern limit of the South Service Road as having a bearing of north  $38^{\circ} 23' 15''$  east as shown on a Deposited Plan which is registered in the Registry Office for the said County of Halton as Number 1147.

BEGINNING at an iron bar in the southeastern limit of the South Service Road and which is distant 16.50 feet southwesterly from an iron bar marking the most northern angle of the said Lot Number 5, Concession 3, South of Dundas Street; thence north  $38^{\circ} 23' 15''$  east along the southeastern limit of the South Service Road, a distance of 33.0 feet to an iron bar; thence south  $45^{\circ} 19' 30''$  east parallel with the limit between lots numbered 4 and 5, Concession 3, South of Dundas Street, a distance of 1,064.30 feet to an iron bar; thence north  $38^{\circ} 30'$  east a distance of 173.58 feet to an iron bar; thence south  $52^{\circ} 07'$  east a distance of 46.53 feet to an iron bar; thence north  $42^{\circ} 13' 40''$  east a distance of 78.92 feet to an iron bar; thence north  $46^{\circ} 15' 20''$  east a distance of 82.0 feet to an iron bar; thence north  $84^{\circ} 12'$  east a distance of 59.17 feet to an iron bar; thence south  $57^{\circ} 01' 30''$  east a distance of 41.09 feet to an angle iron; thence south  $41^{\circ} 13' 10''$  west a distance of 234.27 feet to an angle iron; thence north  $47^{\circ} 25' 50''$  west a distance of 89.0 feet to an iron bar; thence south  $43^{\circ} 16' 50''$  west a distance of 155.80 feet to an iron bar; thence south  $39^{\circ} 25' 15''$  west a distance of 16.47 feet to an iron pipe located in the limit between the said lots numbered 4 and 5, Concession 3, South of Dundas Street; thence continuing south  $39^{\circ} 25' 15''$  west a distance of 16.47 feet to an iron bar; thence north  $45^{\circ} 19' 30''$  west a distance of 1,097.02 feet, more or less, to the place of beginning. O. Reg. 474/70, s. 1.

### Schedule 18

ST. JAMES CEMETERY  
LOT 15, CONCESSION 7 TOWN OF  
MISSISSAUGA, COUNTY OF PEEL

ALL AND SINGULAR that certain parcel or tract of land and premises, situate, lying and being composed of a part of the south half of Lot Number 15 in Concession 7 of the Gore of Toronto and described as follows:

BEGINNING at a distance of 669 feet 6 inches northerly from the southwest corner of the said Lot Number 15 and fronting the Sixth Line Road; thence running along the said line of road in a northwesterly direction, a distance of 95 feet 6 inches; thence in a northeasterly direction a distance of 234 feet; thence in a southeasterly direction a distance of 94 feet 6 inches; thence in a southwesterly direction a distance of 234 feet to the place of beginning.

AND ALSO that certain other piece or parcel of land, part of the said Lot Number 15, and adjoining the piece or parcel hereinbefore granted and better known and described as follows:

BEGINNING at a distance of 572 feet north from the southwest corner of the said Lot Number 15 fronting the Sixth Line Road; thence running along the said line of road in a northwesterly direction a distance of 95 feet 6 inches to the southwesterly angle of the piece or parcel hereinbefore described; thence in a northeasterly direction along the

southern boundary of the said piece or parcel a distance of 234 feet to the southeast angle of the said piece or parcel; thence in a southeasterly direction a distance of 94 feet 6 inches; thence southwesterly 234 feet to the place of beginning. O. Reg. 518/70, s. 1.



## REGULATION 80

### under The Cemeteries Act

#### GENERAL

#### 1. In this Regulation,

(a) "cemetery services" includes, in respect of,

(i) a cemetery, the opening and closing of graves, disinterments or removal of remains, provision of temporary storage in vaults or mortuaries, construction of foundations for monuments, grave markers or memorial plaques, setting corner posts, provision of a tent or canopy, carrying and lowering devices, ground cover for committal services, preparation of flower beds and planting of flowers and shrubs and any other services normally provided by the owner and where a lot was sold before a perpetual care contract was in force, cutting grass and the general care of the lot,

(ii) a mausoleum, the opening, closing and sealing of crypts and compartments, provision of temporary storage in vaults or crypts, provision of tent or canopy for committal services, provision of elevating devices and any other services normally provided by the owner, and

(iii) a columbarium, the opening, closing and sealing of crypts or compartments, provision of a tent or canopy for committal services, and any other services normally provided by the owner;

(b) "cemetery supplies" includes concrete and metal burial vaults, monuments, grave markers or memorial plaques of stone or metal, corner posts, flowers, shrubs, artificial wreaths and any other articles normally supplied for use in a cemetery, mausoleum or columbarium;

(c) "lot" includes plot, grave, burial site, mausoleum crypt or compartment, and columbarium niche or compartment. O. Reg. 338/65, s. 1.

2.—(1) The Cemeteries Advisory Board is continued.

(2) The Board shall be composed of three members appointed by the Lieutenant Governor in Council.

(3) The Lieutenant Governor in Council may designate one of the members to be chairman of the Board. O. Reg. 338/65, s. 2.

3. The Board shall consider and report upon matters respecting the administration of the Act and regulations referred to it by the Minister and may make recommendations to the Minister for the better administration of the Act and the regulations. O. Reg. 338/65, s. 3.

4.—(1) An application for approval of a cemetery shall be accompanied by a general plan of the cemetery drawn to scale and showing the location and dimensions of every lot, walk, fence, road, watercourse and building in the cemetery and adjoining roads, compass bearings and lot numbers.

(2) An application for approval of a mausoleum or columbarium shall be accompanied by,

(a) a general plan of the buildings together with copies of all working drawings and architectural specifications; and

(b) a metes and bounds description and survey of the property showing the location of the building.

(3) An application for approval of a crematorium shall be accompanied by,

(a) a general plan of the building together with copies of all working drawings and architectural specifications;

(b) a metes and bounds description and survey of the property showing the location of the building; and

(c) copies of the plans and specifications of all mechanical equipment, including the combustion chamber, flues, fans and retorts. O. Reg. 338/65, s. 4.

#### 5. Every plan of,

(a) a cemetery that contains three or more acres of land or of an extension to an existing cemetery that contains three or more acres of land; and

(b) a cemetery operated for gain or profit or an extension thereof,

shall be prepared by and the land shall be surveyed and subdivided by an Ontario Land Surveyor or a Professional Engineer. O. Reg. 338/65, s. 5.



6. Every plan of a cemetery, mausoleum or columbarium approved by the Department shall be deposited under Part II of *The Registry Act* by the owner in the registry office for the registry division in which the cemetery is situated and in the case of a cemetery, mausoleum or columbarium comprising land under *The Land Titles Act*, the plan shall be filed in the appropriate land titles office. O. Reg. 338/65, s. 6.

7. No alteration of the location, lay-out or dimensions of any lot shall be made until a detailed plan of the proposed alteration has been approved by the Department and deposited or filed in accordance with section 6. O. Reg. 338/65, s. 7.

8. Where a plan referred to in section 4 or 7 is approved by the Department, the approval shall be endorsed upon the plan. O. Reg. 338/65, s. 8.

9. Public walks in every cemetery shall be arranged to give access to every lot and roads shall be provided to give access to all parts of the cemetery. O. Reg. 338/65, s. 9.

10. Every owner shall keep available for public inspection during reasonable hours a copy of every plan of the cemetery that has been approved by the Department. O. Reg. 338/65, s. 10.

11.—(1) In this section, and section 13, "trustee" means the Public Trustee or a trust company registered under *The Loan and Trust Corporations Act*. O. Reg. 338/65, s. 11 (1); O. Reg. 185/66, s. 1.

(2) Every owner shall at the time of a sale by him of a lot deliver to the purchaser a deed or certificate showing,

- (a) the name of the purchaser;
- (b) the location and area of dimensions of the lot purchased;
- (c) the date of the purchase;
- (d) the amount of the sale price;
- (e) the proportion of the sale price set aside for perpetual care; and
- (f) the name and address of the trustee holding the perpetual care funds. O. Reg. 338/65, s. 11 (2).

12. Where a lot is sold on a preneed or time-payment plan and the purchaser has not personally inspected the lot before signing the agreement to purchase, the agreement shall,

- (a) contain a provision that an alternative lot of equal value may be chosen by the purchaser anywhere in the cemetery, mau-

soleum or columbarium within sixty days from the date of signing on written notice to the owner that the purchaser is dissatisfied;

- (b) specify the number or designation of the lot by reference to the plan approved by the Department; and

- (c) specify the amount of the purchase price allocated to the perpetual care fund. O. Reg. 338/65, s. 12.

13. Where a lot is purchased on a time-payment plan, the proportion of each payment that is payable to the perpetual care fund shall be deposited with the trustee within one month of the date of the payment. O. Reg. 185/66, s. 2.

14. Where photographs, plans, maps or specifications are used in selling lots, the name and location of the cemetery, mausoleum or columbarium referred to therein shall be clearly indicated. O. Reg. 338/65, s. 13.

15. No lot shall be sold or offered for sale in any part of a cemetery, mausoleum or columbarium until that part has been developed and made ready for interment purposes and the final plans for that part of the cemetery, mausoleum or columbarium have been approved by the Department. O. Reg. 338/65, s. 14.

16.—(1) Every owner shall file with the Department a list of prices or rates charged for lots and cemetery services.

(2) Every owner of a crematorium shall file with the Department a list of prices or rates charged for cremation and any other services normally provided by him. O. Reg. 338/65, s. 15.

17.—(1) No new prices or rates or alteration in existing prices or rates shall be put into effect unless at least thirty days before putting such price, rate or alteration thereof into effect, the owner of the cemetery, mausoleum, columbarium or crematorium gives notice thereof to the Department by prepaid registered mail or by delivering or causing to be delivered such notice to the Department.

(2) Where the Minister disallows any price or rate or alteration thereof, such new price or rate or alteration shall not be put into effect. O. Reg. 338/65, s. 16.

18. An owner shall not refuse to install or refuse to permit the installation of any cemetery supplies if the material and erection comply with the regulations of the cemetery, mausoleum or columbarium. O. Reg. 338/65, s. 17.

19. An owner shall not require any lot owner to provide any marker, corner post, monument, coping, gravestone or fence other than those specified in the regulations of the cemetery, mausoleum or columbarium. O. Reg. 338/65, s. 18.

20. Where The Last Post Fund arranges and pays for a burial, The Last Post Fund may provide and erect a monument, gravestone or other memorial, and in such case no other monument, gravestone or other memorial shall be placed upon the grave unless the owner obtains the consent in writing of The Last Post Fund. O. Reg. 338/65, s. 19.

21. Every owner shall keep a register for public inspection in which shall be entered,

- (a) the name and address of every owner of a lot; and
- (b) every transfer of the ownership of a lot. O. Reg. 338/65, s. 20.

22. Every owner shall keep a separate register for public inspection in which shall be entered,

- (a) the name of every deceased person whose body is interred in the cemetery, mausoleum or columbarium;
- (b) the location of every dead body interred in the cemetery, mausoleum or columbarium;
- (c) the date of the burial of every such body; and
- (d) the particulars of every disinterment or removal of a body. O. Reg. 338/65, s. 21.

23.—(1) Every transfer of the ownership of a lot after the original sale shall be made by the registered owner or his legal representative giving to the owner of the cemetery, mausoleum or columbarium a written notice containing a description of the lot, the date of the sale and the name and address of the transferee.

(2) Upon receipt of the notice and payment of a fee not exceeding \$2, the owner shall forthwith enter in the register kept in accordance with section 21, the date of the transfer and the name and address of the transferee. O. Reg. 338/65, s. 22.

24. No change in the ownership of a cemetery, mausoleum or columbarium shall become effective until written notice thereof has been given to the Department and the change has been approved by the Department. O. Reg. 338/65, s. 23.

25. Every owner shall at the request of the Department furnish such information as the Minister requires in respect of the cemetery, columbarium or mausoleum and the care and management thereof. O. Reg. 338/65, s. 24.

26. No body of a deceased person who had attained the age of sixteen years shall be buried in a grave that is less than eight feet in length and three feet in width, exclusive of space for monuments. O. Reg. 338/65, s. 25.

27. Every burial or entombment shall be made in a lot that is shown on a plan approved by the Department. O. Reg. 338/65, s. 26.

28. No interment shall be made without the written consent of the owner of the lot or of a person who satisfies the owner of the cemetery, mausoleum or columbarium that he represents the owner of the lot. O. Reg. 338/65, s. 27.

29. No dead body shall be disinterred or removed from a lot without the written consent of the local medical officer of health and the owner of the lot, but the consent of the owner of the lot is not required,

- (a) where the owner of the lot cannot conveniently be reached or the place of his residence is unknown to the owner of the cemetery, and the written consent of the Minister has been obtained; or
- (b) where the cemetery has been closed by proclamation of the Lieutenant Governor in Council. O. Reg. 338/65, s. 28.

30. A certificate of a coroner under section 80 of the Act shall be in Form 1. O. Reg. 338/65, s. 29.

31. All cemeteries are exempt from the application of clause *a* of subsection 1 of section 13 of the Act. O. Reg. 338/65, s. 30.

32. For the purpose of section 14 of the Act,

- (a) sections 10, 12, 22, 23, 25, 26, 38, 39, 40, 44, 49, 54, 55, 57, 58, 59, 60, 61, 62, 65, 68, 69, 70 and 75 of the Act apply *mutatis mutandis* to mausolea;
- (b) sections 10, 12, 13, 15, 16, 17, 19, 22, 23, 25, 26, 38, 39, 40, 42, 44, 49, 54, 55, 58, 59, 62, 65, 68, 69, 70 and 75 of the Act apply *mutatis mutandis* to columbaria; and
- (c) sections 15, 16, 17, 19, 38, 44, 45, 46, 49, 65, 68, 69 and 70 of the Act apply *mutatis mutandis* to crematoria. O. Reg. 338/65, s. 31.

33. Every owner shall file with the Minister a list of all by-laws, rules and regulations made by him and any amendments thereof, and no by-law, rule or regulation shall have any force or effect unless approved by the Minister. O. Reg. 338/65, s. 32.

34. The Minister may revoke any approval given by him under section 33. O. Reg. 338/65, s. 33.



Form 1

*The Cemeteries Act*

Certificate of a Coroner under section 80 of the Act

I, .....  
(name of coroner)

a coroner of .....  
(name of municipality)

certify that the cause of death of .....  
(name of deceased)

of ..... whose  
(residence) (occupation)

death took place at ..... on the ..... day

of ..... 19....., has been definitely ascer-  
tained and that there exists no reason for further  
inquiry or examination.

Dated this ..... day of ..... 19....

.....  
(signature of coroner)

NOTES:

1. This certificate is not a burial permit under *The Vital Statistics Act*. A burial permit under that Act is also required.
2. This certificate is made by a coroner of the municipality in which the death took place but, where the death took place outside Ontario, the certificate may be issued by a coroner of the municipality in which the body is to be cremated or incinerated.  
O. Reg. 338/65, Form 1.



## REGULATION 81

### under The Cemeteries Act

#### TRUST FUNDS

##### 1. In this Regulation,

- (a) "lot" includes plot, grave, burial site, mausoleum crypt or compartment and columbarium compartment or niche;
- (b) "special investments" means investments that are not trustee investments and in which an owner has invested perpetual care funds under authority of a special Act;
- (c) "trustee" means the Public Trustee or a trust company registered under *The Loan and Trust Corporations Act*;
- (d) "trustee investments" means the investments prescribed for investment of trust funds under *The Trustee Act*. O. Reg. 339/65, s. 1.

2.—(1) For the purposes of subsection 1 of section 8 of the Act, the amount that an owner shall set aside as a deposit to assure the maintenance of,

- (a) a cemetery to be operated for gain or profit shall be \$30,000 or \$10,000 for each acre in the cemetery,
  - (i) that is to be developed immediately for burial purposes, or
  - (ii) in which lots or graves may be sold or offered for sale,
 whichever amount is the greater;
- (b) a mausoleum to be operated for gain or profit shall be \$100 for each lot in the mausoleum; or
- (c) a columbarium to be operated for gain or profit shall be \$25 for each lot in the columbarium.

(2) The deposit referred to in subsection 1 shall be deposited by the owner with a trustee who shall place the deposit in a special account.

(3) The deposit referred to in subsection 1 may be reduced in units of,

- (a) \$5,000 in the case of a cemetery; or
- (b) \$1,000 in the case of a mausoleum or columbarium,

as the perpetual care fund is built up in equivalent amounts. O. Reg. 339/65, s. 2.

3.—(1) The trustee shall return the deposit referred to in subsection 1 of section 2 or any portion thereof to the owner when so directed by the Minister.

(2) The Minister shall issue the direction mentioned in subsection 1 where the trustee submits,

- (a) a certificate signed by the owner or, where the owner is a corporation, by two officers of the corporation, certifying that the balance of the deposit after the return of the sum to him together with the amount in the perpetual care fund will be equal to or greater than the deposit referred to in section 2; and
- (b) a certificate of the trustee verifying the amount of the deposit mentioned in clause a.

(3) The trustee shall issue a certificate certifying the amount of the deposit of the owner at the request of the owner or the Department. O. Reg. 339/65, s. 3.

##### 4.—(1) In this section and in section 5,

- (a) "contract" means a contract whereby an owner sells cemetery supplies or cemetery services to be furnished or supplied upon the death of a person who is alive at the time the sale is made;
- (b) "fund" means preneed assurance fund.

(2) For the purposes of subsection 2 of section 38 of the Act, the owner shall pay into the fund not less than 65 per cent of the consideration for each sale within one month from the day on which the funds come into his possession. O. Reg. 339/65, s. 4.

5.—(1) The owner shall provide the Minister with a statement of account of the fund in duplicate certified by the owner or, where the owner is a corporation, by two officers of the corporation, quarterly within thirty days of the last days of March, June, September and December in each year, and the statement shall contain figures showing,

- (a) the total value of all contracts entered into,
  - (i) before the 1st day of January, 1966, and
  - (ii) after that date;
- (b) the total value of new contracts entered into during the three-month period;

- (c) the total value of the cemetery supplies and cemetery services furnished or supplied under contracts during the three-month period, showing the payments received,

(i) before the 1st day of January, 1966, and

(ii) after that date;

- (d) the total amount of money on deposit in the fund at the end of the three-month period, and the name and address of the trustee;

- (e) the total amount of money received under contracts during the three-month period, showing the payments received in respect of contracts entered into,

(i) before the 1st day of January, 1966, and

(ii) after that date;

- (f) the amount of money to be paid to the owner in accordance with subsection 1 of section 6; and

- (g) the total amount of money on deposit with the trustee at the end of the three-month period.

(2) The statement shall be in Form 1. O. Reg. 339/65, s. 5.

6.—(1) The trustee shall pay to the owner,

- (a) 50 per cent of the value referred to in clause c of subsection 1 of section 5 for which the payment was made before the 1st day of January, 1966; and
- (b) 65 per cent of the value referred to in clause c of subsection 1 of section 5 for which the payment was made after that date,

when so directed by the Minister.

(2) The Minister shall issue the direction mentioned in subsection 1 where the owner submits,

- (a) the statement of account referred to in subsection 1 of section 5; and
- (b) a certificate of the trustee verifying the amount of the deposit mentioned in subsection 1 of section 5. O. Reg. 339/65, s. 6.

7. Within six months of the end of,

(a) each calendar year; or

(b) his fiscal year,

the owner shall provide the Minister with a certificate signed by a public accountant licensed under *The Public Accountancy Act* certifying that the amounts as reported in accordance with section 5 are correct and that the amount on deposit with the trustee is at least equal to,

(c) 50 per cent of the total amount received before the 1st day of January, 1966; and

(d) 65 per cent of the total amount received after that date,

under contracts that have not been fulfilled. O. Reg. 339/65, s. 7.

8.—(1) Subject to subsection 2, every owner shall set aside for perpetual care at least 35 per cent of all money received on the sale or transfer of a lot.

(2) Where a lot is sold or transferred,

(a) for less than \$1 per square foot of the surface area in the case of a lot in a cemetery;

(b) for less than \$6 per cubic foot in the case of a lot in a mausoleum or columbarium; or

(c) for a consideration other than a monetary consideration,

the owner shall set aside for perpetual care,

(d) in the case of a lot in a cemetery, thirty-five cents for every square foot of the surface area of the lot, including headstone or marker space; and

(e) in the case of a lot in a mausoleum or columbarium, \$2.10 for every cubic foot of the lot, calculated on the interior dimensions of the lot. O. Reg. 339/65, s. 8.

9.—(1) Where the owner of a cemetery is a religious organization that,

(a) owns or operates three or more cemeteries that have been duly approved under section 9 of the Act;

(b) is responsible for the maintenance and operation of those cemeteries; and

(c) invests its perpetual care funds under the direction of its executive committee,

the cemetery is exempt from the application of section 27 of the Act.



## (2) A cemetery owned by,

- (a) a municipality where the perpetual care funds are invested by the Treasurer of the municipality under the direction of the municipal council; or
- (b) the Trustees of the Toronto General Burying Grounds,

is exempt from the application of section 27 of the Act. O. Reg. 339/65, s. 9.

**10.** A cemetery owned by the Trustees of the Toronto General Burying Grounds is exempt from the application of section 28 of the Act. O. Reg. 339/65, s. 10 (1).

**11.—(1)** A cemetery, mausoleum or columbarium owned by,

- (a) a municipality where the perpetual care funds are invested by the Treasurer of the municipality under the direction of the municipal council;
- (b) the Trustees of the Toronto General Burying Grounds; or
- (c) a religious organization that,
  - (i) owns or operates three or more cemeteries, mausolea or columbaria under section 9 of the Act,
  - (ii) is responsible for the maintenance and operation of those cemeteries, mausolea or columbaria, and
  - (iii) invests its perpetual care funds under the direction of its executive committee,

is exempt from the application of section 29 of the Act.

(2) Where the owner of a cemetery, mausoleum or columbarium that is not operated for gain or profit has perpetual care funds of less than \$25,000, the owner is exempt from the application of section 29 of the Act if he files annually with the Department,

- (a) in the case of an owner whose perpetual care funds amount to \$15,000 or less an audited financial statement, signed by the owner, in respect of his dealings with perpetual care funds; and
- (b) in the case of an owner whose perpetual care funds amount to more than \$15,000 an audited financial statement signed by a public accountant licensed under *The Public Accountancy Act*, in respect of his dealings with perpetual care funds.

(3) Where twenty-five or more owners of lots in a cemetery, mausoleum or columbarium exempted under subsection 1 or 2 petition the Minister in writing to remove the exemption, the Minister may withdraw the exemption for such period of time as he considers fit. O. Reg. 339/65, s. 11.

**12.—(1)** Every owner shall file annually with the Department a return in Form 2, certified by the owner or, where the owner is a corporation, by two officers of the corporation, within three months of the end of,

- (a) each calendar year; or
- (b) his fiscal year.

(2) Within six months of the end of,

- (a) each calendar year; or
- (b) his fiscal year,

every owner of a cemetery, mausoleum or columbarium operated for gain or profit, shall provide the Department with a certificate signed by a public accountant licensed under *The Public Accountancy Act*, certifying that the amounts as reported in the annual return are correct. O. Reg. 339/65, s. 12.

**13.** The provisions of the Act and this Regulation with respect to perpetual care funds and pre-need assurance funds shall apply *mutatis mutandis* to a person who does not own a cemetery, but who sells or offers for sale cemetery lots or cemetery supplies and services. O. Reg. 210/67, s. 1.

**14.** Every owner of a cemetery operated for gain or profit shall file annually with the Department an audited financial statement signed by a public accountant licensed under *The Public Accountancy Act* in respect of the operation of the cemetery during the preceding financial year. O. Reg. 246/67, s. 1.

**15.** An owner may, out of the income from his perpetual care funds, maintain such walks, fences, roads, drains, waterworks and watercourses, and buildings used exclusively for burial purposes, as are shown on the plan approved by the Department. O. Reg. 339/65, s. 13.

**16.** The cemetery owned by the Nashville Cemetery Company Limited and situated in Lot 24, Concession IX, in the Township of Vaughan in the County of York, as it existed on the 31st day of December, 1970, is exempt from the application of section 29 of the Act. O. Reg. 339/65, s. 14, *amended*.

**17.** St. Felician Sisters Cemetery in the Township of Toronto in the County of Peel, as it existed on the 31st day of December, 1967, more particularly described in Schedule I, is exempt from subsections 1 and 2 of section 24 of the Act. O. Reg. 339/65, s. 15, *amended*.



18. St. Bernard's Cemetery, comprising part of Lot 20, Concession II west of Yonge Street in the Borough of North York in The Municipality of Metropolitan Toronto is exempt from the application of subsections 1 and 2 of section 24 of the Act. O. Reg. 339/65, s. 16, *amended*.

19. The mausoleum owned by the Municipal Corporation of the City of Hamilton and located on the premises of the Stoney Creek Cemetery in the Township of Saltfleet in the County of Wentworth is exempt from the application of section 24 of the Act. O. Reg. 339/65, s. 17.

20. The cemetery owned by The Society of St. John the Evangelist in Canada, comprising lots 5 and 6 on the south side of Cedar Street, in the Town of Bracebridge, in the District of Muskoka, is exempt from the application of section 24 of the Act. O. Reg. 339/65, s. 18.

21. The Metropolitan Toronto and Region Conservation Authority, McMichael Conservation Area, in the Township of Vaughan in the County of York, as it existed on the 31st day of December, 1970, more particularly described in Schedule 2, is exempt from subsections 1 and 2 of section 24 of the Act. O. Reg. 238/68, s. 1, *amended*.

22. The cemetery owned by the trustees of Bethesda Cemetery Board, Moorefield, comprising part of Lot 9, in Concession 10 in the Township of Maryborough in the County of Wellington, is exempt from the application of section 47 of the Act. O. Reg. 339/65, s. 19.

Schedule 1

In the Township of Toronto, in the County of Peel, as it existed on the 31st day of December, 1967, and being composed of Part of Lot 10 in the 3rd Range of the Credit Indian Reserve in the said Township, which said parcel is more particularly described as follows:

Premising that the northerly limit of the Mississauga Road, formerly known as the Streetsville Gravel Road, has a bearing of north 54° 44' east, and relating all bearings herein thereto;

Beginning at a point where an iron pipe is planted in the interior of said Lot 10, which said point is located as follows: Beginning at a point in the northerly limit of the Mississauga Road where it is intersected by the

limit between the said Lot 10 and Lot 11 in the said 3rd Range of the Credit Indian Reserve; thence north 54° 44' east along said northerly limit, 671 feet 7 inches to a point where an iron pipe is planted; thence north 68° 10' west, along the southwesterly limit of the lands of the Felician Sisters, 374 feet 2 inches to a point; thence north 2° 14' 20" east, 92 feet 6 inches to a point where an iron pipe is planted, which said point is the place of beginning; thence north 2° 14' 20" east, 66 feet 1½ inches to the beginning of a curve to the right of radius 60 feet; thence following along said curve to the right, 55 feet 8¼ inches, the chord equivalent being 53 feet 8½ inches, to a point marking the end of said curve; thence north 55° 25' east, 138 feet 7¼ inches to a point where an iron pipe is planted; thence north 69° 18' 40" west, 136 feet 6 inches to a point where an iron pipe is planted; thence south 31° 27' 30" west, 234 feet 7½ inches to a point where an iron pipe is planted; thence south 69° 38' 20" east, 114 feet 9 inches to the place of beginning. O. Reg. 339/65, Sched., *revised*.

Schedule 2

In the Township of Vaughan, in the County of York, as it existed on the 31st day of December, 1970, and containing by admeasurement an area of 0.129 acre, be the same more or less, and being composed of Part of Lot 23 in Concession 8 in the said Township, the limits of which said parcel of land may be more particularly described as follows:

Premising that all bearings shown herein are astronomical in origin and are referred to the meridian passing through the northwesterly angle of a Plan registered in the Registry Office for the Registry Division of Toronto Boroughs and York South (No. 64) as Number 6087:

Beginning at a survey monument marking the northeasterly angle of Lot 142 as shown on the said Registered Plan 6087; thence north 60° 18' 50" west, a distance of 324.50 feet to a survey monument at the place of beginning; thence north 86° 14' 30" west, a distance of 75 feet to a survey monument; thence north 03° 45' 30" east, a distance of 75 feet to a survey monument; thence south 86° 14' 30" east, a distance of 75 feet to a survey monument; thence south 03° 45' 30" west, a distance of 75 feet to the place of beginning. O. Reg. 238/68, s. 2, *revised*.

Form 1

The Cemeteries Act

STATEMENT OF ACCOUNT OF PRENEED ASSURANCE FUND

FOR THREE-MONTH PERIOD ENDING DAY OF , 19

Name of Owner (Corporation, Partnership, Individual).....







1. (a) List number of lots sold, showing sales prices and amount allocated to the lot and the amount allocated to the perpetual care fund:

\* .....lots sold @\$..... Lot \$..... Perpetual Care \$.....  
.....lots sold @\$..... Lot \$..... Perpetual Care \$.....  
(\*List on separate sheet if necessary) TOTAL \$.....

(b) Deduct perpetual care portions of time-payment contracts outstanding at end of period \$.....

(c) Total perpetual care funds received during the period.....TOTAL \$.....

2. (a) Total perpetual care funds transferred to trustee during period..... \$.....

(b) Add perpetual care funds *on hand* not yet transferred to trustee..... \$.....

(c) Total of *a* and *b*..... \$.....

(NOTE: If there is a variation in the figures shown in 1 (c) and 2 (c) attach explanation.)

3. (a) Total amount of perpetual care funds on deposit with trustee at beginning of period.... \$.....

(b) Total perpetual care funds transferred to trustee during the period..... \$.....

(c) Total of *a* and *b*..... \$.....

(d) Amount of perpetual care funds certified on deposit with trustee at end of period.... \$.....

(NOTE: if there is a variation in the figures shown in 3 (c) and 3 (d), attach explanation.)

CERTIFICATE:

I (we) certify that to the best of my (our) knowledge and belief the above statements are true and correct and are in agreement with the records of the cemetery (mausoleum, columbarium) with respect to perpetual care funds and are in accordance with the regulations under *The Cemeteries Act*.

.....  
(owner)

.....  
(secretary-treasurer)

.....  
(President or Vice-President)

Dated....., 19....

## REGULATION 82

### under The Certification of Titles Act

#### CERTIFICATION AREAS

1. The following areas are designated as certification areas for the purposes of subsection 1 of section 17 of the Act:

1. The County of Ontario.
2. The Municipality of Metropolitan Toronto and the Township of Markham in the County of York, as it existed on the 31st day of December, 1970.
3. The Township of Toronto in the County of Peel, as it existed on the 31st day of December, 1967.
4. The County of Halton.
5. The County of Essex.
6. The County of Oxford.
7. The City of Hamilton in the County of Wentworth.
8. The County of Hastings, except the city of Belleville and the Town of Trenton.
9. The Regional Municipality of Ottawa-Carleton, except the City of Vanier and the Township of Cumberland.
10. The territorial districts of Muskoka and Nipissing.  
R.R.O. 1960, Reg. 45, s. 1; O. Reg. 132/61, s. 1; O. Reg. 335/62, s. 1; O. Reg. 154/65, s. 1; O. Reg. 310/66, s. 1; O. Reg. 43/67, s. 1; O. Reg. 149/67, s. 1; O. Reg. 189/67, s. 1; O. Reg. 241/67, s. 1; O. Reg. 147/69, s. 1, *revised*.

## REGULATION 83

### under The Certification of Titles Act

#### GENERAL

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "application" means an application for a certificate of title under section 7 of the Act;
- (b) "certificate" means a certificate of title;
- (c) "examiner" means the examiner of titles;
- (d) "registrar" means the registrar of deeds for the registry division in which the land described in an application is situated. R.R.O. 1960, Reg. 47, s. 1, *revised*.

#### PART I

##### PROCEDURE

##### APPLICATIONS

#### 2.—(1) An application shall be made in Form 1.

(2) The statement under oath of an applicant under clause *a* of subsection 2 of section 7 of the Act shall be in Form 2.

(3) The statement under oath of an Ontario Land Surveyor under clause *c* of subsection 2 of section 7 of the Act shall be in Form 3.

(4) The certificate of a solicitor under clause *f* of subsection 2 of section 7 of the Act shall be in Form 4. R.R.O. 1960, Reg. 47, s. 2 (1-4).

(5) Forms 1, 2, 3 and 4 and the solicitor's abstract prepared under clause *f* of subsection 2 of section 7 of the Act shall be submitted in duplicate. O. Reg. 112/62, s. 1.

3.—(1) Every application shall be accompanied by a deposit of \$50 on account of fees.

(2) Fees payable to the Director of Titles shall be paid by cash, or by money order or certified cheque made payable to the Director at par in Toronto.

(3) Where the amount of the disbursements paid or payable by the Director of Titles incidental to an application exceeds \$50, the applicant when so required by the Director of Titles shall deposit such an additional amount, not exceeding the amount of the disbursements, as is paid or estimated by the Director of Titles. O. Reg. 112/62, s. 2.

4. Where the owner of land in an application dies or ceases to be the owner before the certificate is made or the application is dismissed, the personal representative of the owner or the subsequent owner, as the case may be, shall notify the Director of Titles by a notice in Form 5 of the death or change of interest and whether or not he wishes to have the proceedings discontinued, suspended or carried on. R.R.O. 1960, Reg. 47, s. 4.

5.—(1) Where two or more owners apply in respect of land to be included in the same plan of subdivision proposed to be registered, the owners may combine their applications in one application with leave of the Director of Titles.

(2) A combined application under this section shall be signed by or on behalf of each owner and shall be supported by the statement under oath in Form 2 of each applicant.

(3) Where two or more owners make a combined application under subsection 1, the Director of Titles may make one certificate in respect of the land in the combined application and define the extent of each owner's interest or the Director of Titles may make a separate certificate in respect of the land of each owner. R.R.O. 1960, Reg. 47, s. 5.

##### SOLICITOR'S ABSTRACT

6.—(1) A solicitor's abstract under clause *f* of subsection 2 of section 7 of the Act shall be typed on one side only of good quality paper of foolscap size and each page shall be,

- (a) numbered in sequence;
- (b) identified by the surname or corporate name of the applicant; and
- (c) divided into columns headed from left to right as follows:
  - i. Registration number.
  - ii. Nature of instrument.
  - iii. Date of instrument.
  - iv. Date of registration.
  - v. Grantors.
  - vi. Grantees.



## vii. Consideration.

## viii. Land.

(2) The entries shall be made in chronological order beginning with the earliest. R.R.O. 1960, Reg. 47, s. 6.

7. The solicitor's abstract shall refer to the original grant from the Crown and reservations in the grant and,

## (a) shall show,

(i) good root of title in accordance with Part III of *The Registry Act*; or

(ii) with such additional evidence as is necessary, that the applicant is entitled to a certificate of title upon consideration of the provisions of *The Limitations Act*, or that the applicant or a predecessor in title acquired his title by prescription; and

(b) shall show every mortgage registered within or referred to in an instrument registered within the forty year period established by Part III of *The Registry Act*, and not struck off the abstract index by the registrar under *The Registry Act*. R.R.O. 1960, Reg. 47, s. 7, *revised*.

8. The solicitor's abstract shall show for each registered instrument and for each document deposited under Part II of *The Registry Act* where notice of a deposit is entered in the abstract index or otherwise comes to the notice of the solicitor,

(a) the registration or deposit number;

(b) the nature of the instrument;

(c) the date of the instrument;

(d) the date of registration or deposit;

(e) the statute under which it was executed or registered, where the statute is other than or in addition to *The Registry Act*;

(f) a full description of the parties named in the instrument, the relationship between them where given, and the nature of their tenure;

(g) the municipal address of the latest owner and each undischarged encumberancer, where given;

(h) any bar of dower, express or constructive;

(i) any covenant, condition or restriction running with the land or purporting to be annexed to the land and whether for a stated period of time;

(j) a full description of the land, including any easement or other right to which the land is subject or that is appurtenant to the land with which the instrument purports to deal, or a reference to an identical description previously set out in full;

(k) the consideration set out on the face of the instrument;

(l) the consideration set out in an affidavit under *The Land Transfer Tax Act*;

(m) particulars of the execution;

(n) any seal whether personal, corporate, notarial or otherwise;

(o) any sworn affidavit attesting execution, indicating in particular that the parties by whom the instrument was executed were each of the age of twenty-one years or older, and whether married or unmarried;

(p) a summary of the particulars of any statutory declaration, affidavit or other statement in writing, or recital disclosing or purporting to disclose or refer to any matter relevant to the title; and

(q) any other matter relevant to the title into which inquiry should be made. R.R.O. 1960, Reg. 47, s. 8, *revised*.

9. In addition to the particulars mentioned in sections 7 and 8, the solicitor's abstract shall disclose,

(a) in respect of any deed, grant or instrument of like nature or any memorial registered in lieu of such an instrument,

(i) the wording of the granting clause and of the habendum, and

(ii) the wording of any covenant but, where a deed is made in pursuance of *The Short Forms of Conveyances Act*, the forms of words in the first column of Schedule B of that Act may be designated by reference;

(b) in respect of any grant, mortgage, lease or other dealing by a personal representative of a deceased owner,

(i) proof that the personal representative had the legal right to effect the dealing at that time,

(ii) particulars of any executor's or administrator's caution that has been registered,

(iii) particulars of any court order, where the transaction was effected pursuant to a court order,

- (iv) any consent of the Treasurer of Ontario or the Minister of Revenue, as the case may be, under *The Succession Duty Act* attached to, endorsed on or referred to in the instrument, where the consent has not been separately registered,
  - (v) particulars of releases by the persons beneficially entitled, where applicable,
  - (vi) proof that the widow of the deceased has effectively barred her dower,
  - (vii) any evidence by recital, deposit or otherwise that supports the conclusion that the person taking under the instrument took free of the unpaid debts of the deceased owner, and
  - (viii) the names of all next of kin and whether any child of an intestate predeceased him leaving issue;
- (c) in respect of a sale of the lands by a mortgagee, a summary of the evidence supporting the conclusion that the sale was regular;
- (d) in respect of a foreclosure,
- (i) whether under a judgment or final order,
  - (ii) the court out of which the judgment or order issued, and
  - (iii) the parties against whom the judgment or order was made;
- (e) in respect of a mortgage that has not been discharged or merged in the fee,
- (i) the principal amount,
  - (ii) the rate of interest,
  - (iii) the amount of and times for payment thereunder,
  - (iv) the date from which interest is computed,
  - (v) the date when the balance of principal and interest is due,
  - (vi) the provisions as to notice upon default, and
  - (vii) any right of prepayment or other special provision;
- (f) with reference to any discharge of mortgage,
- (i) the registration number of the mortgage,
  - (ii) any acknowledgement of receipt of money by a person entitled to the money,
  - (iii) whether the discharge is partial only with reference to the land or monies secured,
  - (iv) whether the mortgage has been assigned and, if so, the recital of assignment, and
  - (v) whether the discharge states "that the mortgage is therefore discharged";
- (g) in respect of a lease under which a tenancy exists,
- (i) the term of the lease,
  - (ii) its commencement or expiry date,
  - (iii) the amount of and times for payment of rent,
  - (iv) the provision for re-entry,
  - (v) any right of renewal,
  - (vi) the terms of assignment or subletting, and
  - (vii) any right of purchase;
- (h) in respect of a will,
- (i) the date of grant of letters probate, if any,
  - (ii) the date of death of the testator,
  - (iii) the names of the executors appointed by the court, if any,
  - (iv) any devise in trust of or affecting the land in the application,
  - (v) any express or implied power of sale,
  - (vi) any specific devise of land in the application,



- (vii) the name of any specific devisee of land in the application,
- (viii) any provision affecting a specific devise of land in the application, including any condition precedent, reservation, legacy or charge, and
- (ix) where the will has not been admitted to probate, the executors named in the will and particulars of attestation, including any affidavit verifying the will;
- (i) in respect of letters of administration with the will annexed, letters double probate or other grant to a personal representative based upon a will, such of the items enumerated in clause *h* as are applicable;
- (j) in respect of letters of administration or other grant of administration of the estate of an intestate,
  - (i) the date of the grant,
  - (ii) the date of death of the intestate, and
  - (iii) the names of the administrators appointed; and
- (k) in respect of any grant of probate or administration made outside Ontario to a personal representative,
  - (i) the court, and
  - (ii) its territorial jurisdiction. R.R.O. 1960, Reg. 47, s. 9.

#### 10. The solicitor's abstract,

- (a) shall indicate whether a power of appointment has been exhausted by a subsequent conveyance or mortgage or other instrument;
- (b) shall indicate whether the terms of a trust have been complied with, where notice of such trust is effected by the abstract index or by any instrument;
- (c) shall indicate the intent or effect of any quit claim deed, if ascertainable; and
- (d) shall note the inclusion or omission of any particular that may adversely affect the title claimed by the applicant. R.R.O. 1960, Reg. 47, s. 10.

11. A separate solicitor's abstract or separate part of the solicitor's abstract shall disclose, with respect to all lands immediately adjacent to the land of the applicant,

- (a) the name and address for service of each owner;
- (b) the name and address for service of each encumbrancer;
- (c) a full description of the lands contained in every outstanding instrument; and
- (d) where the lands are streets, lanes or other public ways and reserves, whether they have been dedicated for public use and assumed by the municipality or acquired by expropriation or otherwise. R.R.O. 1960, Reg. 47, s. 11; O.Reg. 112/62, s. 3.

12. The requirements of sections 6 to 11 shall be deemed not to be exhaustive and not to limit the detail of the abstract to the particulars mentioned in those sections. R.R.O. 1960, Reg. 47, s. 12.

13. Where linear measurements in descriptions of land are given other than in feet and inches or feet and decimals of feet, their equivalents in feet and inches or in feet and decimals of feet shall be noted in red beside the given values. R.R.O. 1960, Reg. 47, s. 13.

#### NOTICE OF APPLICATION

14. A notice under section 8 of the Act shall be in Form 6. O. Reg. 112/62, s. 4.

15.—(1) Where a notice has been published under clause *b* of section 8 of the Act, an affidavit as to the publication of the notice in Form 7 shall be transmitted to the Director of Titles.

(2) Where a notice has been posted under clause *c* of section 8 of the Act, an affidavit in Form 8 shall be made by the person who posted the notice and transmitted to the Director of Titles. R.R.O. 1960, Reg. 47, s. 15.

#### DUTIES OF TITLE EXAMINERS

16.—(1) An examiner shall investigate the title of land in any application referred to him by the Director of Titles.

(2) The examiner shall, upon completion of his investigation, return the application and all material to the Director of Titles together with his report, including his opinion as to whether or not a certificate should be granted.

(3) Where the examiner is of the opinion that a certificate should be granted, he shall include in his report his recommendation for the form and contents of the certificate.

(4) The examiner shall make any further investigation or report requested by the Director of Titles. R.R.O. 1960, Reg. 47, s. 16.



ADVERSE CLAIMS

17.—(1) A statement under oath of a person having an adverse claim or a claim inconsistent with the claim set out in an application filed under subsection 1 of section 11 of the Act shall be headed

“In the Matter of the application of  
.....  
(name of applicant)  
and  
In the Matter of .....  
(short  
.....”  
description of land)

(2) Where a person files a statement under oath with the Director of Titles, he shall serve a copy on the applicant. R.R.O. 1960, Reg. 47, s. 17.

18. Where the Director of Titles makes an order under subsection 2 of section 11 of the Act, he shall cause a copy of the order to be served upon the applicant and upon each claimant or upon their respective solicitors. R.R.O. 1960, Reg. 47, s. 18.

DISPOSITION OF APPLICATION

19. Where it appears to the Director of Titles that the title is defective, he shall notify the applicant or his solicitor of the defects. R.R.O. 1960, Reg. 47, s. 19.

20.—(1) The applicant may withdraw his application at any time upon payment of such costs and subject to such terms as the Director of Titles considers just.

(2) Where an application is withdrawn after the registration of a notice of the application, the Director of Titles shall register a notice of the withdrawal in Form 9, in duplicate. R.R.O. 1960, Reg. 47, s. 20.

21. The Director of Titles may cause the survey of a plan of survey to be verified on the ground. R.R.O. 1960, Reg. 47, s. 21.

22.—(1) Where the Director of Titles dismisses an application under subsection 4 of section 12 of the Act, he shall cause a notice in Form 10 to be served upon the applicant and upon each claimant or upon their respective solicitors.

(2) The Director of Titles shall register the notice of dismissal in duplicate. R.R.O. 1960, Reg. 47, s. 22.

CERTIFICATE OF TITLE

23. A certificate of title shall be in Form 11. R.R.O. 1960, Reg. 47, s. 23.

24. A certificate shall not be granted until,

- (a) the applicant has been notified;

- (b) the balance of the fees due the Director of Titles has been paid; and
- (c) the contribution to the assurance fund has been deposited. R.R.O. 1960, Reg. 47, s. 24.

25. Where the Director of Titles gives a certificate to part only of the lands included in the application, he shall cause a notice in Form 12 to be served upon the applicant. R.R.O. 1960, Reg. 47, s. 25.

26.—(1) The Director of Titles shall register a certificate in duplicate.

(2) Upon the registration of a certificate, the registrar shall enter in red ink in the proper abstract book all the relevant particulars set out in the certificate, including,

- (a) the name of the applicant;
- (b) a complete description of the land set out in Schedule A of the certificate;
- (c) the reservations and encumbrances to which the title of the owner is subject, as set out in schedules B and C of the certificate;
- (d) the effective day, hour and minute of the certificate;
- (e) the date of issuance and date of registration of the certificate; and
- (f) a certification by the registrar that the entry is a true copy of all relevant particulars in the certificate. R.R.O. 1960, Reg. 47, s. 26.

27. The Director of Titles shall transmit to the applicant a true copy of the registered certificate. R.R.O. 1960, Reg. 47, s. 27.

28. Where a certificate is lost or destroyed, the Director of Titles may issue a true copy in its place. R.R.O. 1960, Reg. 47, s. 28.

29.—(1) Where it appears to the Director of Titles that an error of a minor nature has been made in a certificate, including a clerical error or a misdescription that does not affect the extent of the land in the certificate, he may make an order to correct the error.

(2) The order shall be registered in the registry office. R.R.O. 1960, Reg. 47, s. 29.

ASSURANCE FUND

30. An affidavit of a valuator under subsection 7 of section 18 of the Act shall be in Form 13. R.R.O. 1960, Reg. 47, s. 30.

31.—(1) A bond to indemnify the assurance fund against loss shall be in Form 14.

(2) A covenant to indemnify the assurance fund shall be in Form 15. R.R.O. 1960, Reg. 47, s. 31.

32. A direction to pay money into court to the credit of the assurance fund under subsection 9 of section 18 of the Act shall be in Form 16. R.R.O. 1960, Reg. 47, s. 32.

33. A claim for compensation out of the assurance fund shall be in Form 17. R.R.O. 1960, Reg. 47, s. 33.

## PART II

### SURVEY CODE

34. In this Part, "subdivision unit" means an area of land delineated by a survey of official record and includes,

- (a) a township lot, city lot, town lot or village lot, section, block, gore, reserve, common, mining location and mining claim; or
- (b) a lot, block or other surveyed land shown on a registered plan. R.R.O. 1960, Reg. 47, s. 34.

35. This Part shall be deemed to supplement the provisions of *The Surveys Act* and, where a surveyor makes a plan of survey for the purposes of an application under *The Certification of Titles Act*, he shall make the survey and the plan of survey in accordance with *The Surveys Act* and this Part. R.R.O. 1960, Reg. 47, s. 35.

### GENERAL

36. Before a final survey is undertaken the surveyor shall refer to the instruments of record containing a description of the land to be surveyed. R.R.O. 1960, Reg. 47, s. 36.

37. Where a monument is restored or re-established, regard shall be had to previous surveys of official record as evidence of its original position. R.R.O. 1960, Reg. 47, s. 37.

38. A plan of survey shall be accompanied by two blue-line paper prints with such explanatory notes and such copies of field notes as are necessary to enable the examiner of surveys to determine whether the survey and the plan conform to this Regulation. R.R.O. 1960, Reg. 47, s. 38.

39. The Director of Titles may accept a plan of survey that does not comply strictly with the requirements of this Regulation. R.R.O. 1960, Reg. 47, s. 39.

### STANDARDS OF SURVEY AND MONUMENTATION

40. Every angle of the exterior boundaries of the land in an application shall be determined by measured and closed boundary or other traverse or by triangulation. R.R.O. 1960, Reg. 47, s. 40.

41. The position of a natural boundary that forms a boundary of the land in an application or that governs the position of that boundary shall be determined by,

- (a) periodic offsets at such intervals as the complexity of the natural boundary demands, and to such extent as will enable relocation of the natural boundary, said offset measures to be of not greater length than 250 feet and at not greater intervals than 300 feet along a reference traverse or line;
- (b) stadia side shots from a controlled traverse to record the position of the natural boundary to the same standards as prescribed by clause a; or
- (c) photogrammetric methods. R.R.O. 1960, Reg. 47, s. 41.

42. Every angle of the exterior boundaries of the land in an application and points therein at intervals not greater than 500 feet shall be defined in the survey by,

- (a) a Standard Iron Bar;
- (b) a Concrete Monument;
- (c) a Rock Bar; or
- (d) a Rock Post,

as defined in section 1 of Regulation 807 of Revised Regulation of Ontario, 1970. O. Reg. 417/69, s. 1.

43.—(1) Every angle and the beginning and end of every curve of constant radius on one boundary or on the centre line of an easement shown on a plan of survey, and points therein at intervals not greater than 1000 feet or in cities, towns and villages at intervals not greater than 500 feet, shall be defined in the survey by,

- (a) a Short Standard Iron Bar;
- (b) a Standard Iron Bar;
- (c) a Rock Bar; or
- (d) a Rock Post,

as defined in section 1 of Regulation 807 of Revised Regulation of Ontario, 1970.

(2) Every angle on a survey line shown on a plan of survey established to make a closed traverse and determine an irregular boundary shall be defined in the survey by,

- (a) an Iron Bar;
- (b) a Rock Bar;



(c) a Cut Cross; or

(d) a Rock Post,

as defined in section 1 of Regulation 807 of Revised Regulations of Ontario, 1970.

(3) Monumentation may be varied where, in the opinion of the Director of Titles, the requirements of this Regulation or of Regulation 807 of Revised Regulations of Ontario, 1970 are inappropriate, having regard to the circumstances.

(4) Sections 3 to 11 of Regulation 807 of Revised Regulations of Ontario, 1970 do not apply to plans made for the purposes of applications under the Act. O. Reg. 417/69, s. 1.

#### PLANS OF SURVEY

#### 44. A plan of survey,

- (a) shall be drawn on the dull side of durable linen that is not waterproof and that is of such quality that opaque or transparent reproductions may be made by either a wet or dry process without damaging the plan;
- (b) shall be drawn in black india ink and show no colouring of any kind;
- (c) shall be drawn to a professional standard of draughtsmanship and be neat and clear and in fit condition for making reproductions;
- (d) shall have all letters, figures and symbols printed in black india ink with writing on the face of the plan of survey except the signature of the surveyor;
- (e) shall be certified by the surveyor in Form 18;
- (f) shall be complete and correct without amendments, corrections or erasures; and
- (g) shall not be more than thirty inches wide, including margins of not less than one-half inch, and shall be of such length as is necessary to show all details of survey or title but in no case less than twenty inches, and a clear space of four inches by four inches shall be left unused in the lower right corner of the plan of survey. R.R.O. 1960, Reg. 47, s. 44.

45. A plan of survey shall be drawn to a scale sufficient for clarity of all particulars on the plan. R.R.O. 1960, Reg. 47, s. 45.

46. All linear measurements on a plan of survey shall be shown either in feet and decimals of a foot or in feet and inches. R.R.O. 1960, Reg. 47, s. 46.

47. Bearings shall be referred to a governing line that shall be shown on the plan of survey and defined on the ground by two monuments, one at or near each extremity of the line. R.R.O. 1960, Reg. 47, s. 47.

48. The bearing of the governing line shall be shown on the plan of survey as "astronomic" where its direction has been determined by the surveyor by astronomic observation and the bearing shall be related to the meridian through a point on the line identified by a monument. R.R.O. 1960, Reg. 47, s. 48.

49. The bearing of the governing line shall be shown on the plan of survey as "assumed" if its direction has been obtained from a line of known astronomic bearing or if taken from a registered plan. R.R.O. 1960, Reg. 47, s. 49.

50. Directions shall be shown on the plan of survey in quadrantal bearings referred to the cardinal points of the compass. R.R.O. 1960, Reg. 47, s. 50.

51. There shall be clearly shown on a plan of survey by broken lines sufficient information to enable the identification to be made of,

- (a) the limits of existing and former subdivision units or limits defined by registered descriptions of existing parcels included within the land in the application and shown on the plan of survey;
- (b) the limits of the lands adjacent to the land in the application; and
- (c) the identifying numbers or letters of the lands in clauses *a* and *b*. R.R.O. 1960, Reg. 47, s. 51.

52. The outer limits of the area of land in an application shall be shown by a heavier line than the lines of survey or delineation either within or without the area. R.R.O. 1960, Reg. 47, s. 52.

53.—(1) A plan shall show the position and form of all survey monuments and other evidence found, conflicting or otherwise.

(2) Every monument and all other evidence found shall be distinguished by the abbreviation "Fd." together with any surveyor's registration numbers, letters or symbols found on the monument. O. Reg. 417/69, s. 1.

(3) Where monuments of a type other than those described in sections 42 and 43 are shown on the plan of survey by symbols or abbreviations, the meaning of the symbols and abbreviations designating the monuments shall be given in a legend on the plan.

(4) Monuments shall be identified by the abbreviation "Fd". R.R.O. 1960, Reg. 47, s. 53.



54.—(1) The measurements of distances and directions obtained by the surveyor in the course of survey on the ground shall be true measurements and shall be shown on the plan of survey.

(2) Sufficient data shall be shown on the plan to permit the calculation of a closure of the survey and the error of closure in respect of the perimeter of the survey shall not exceed,

- (a) for the first 100 feet of perimeter, an error of 0.10 feet;
- (b) for the next 1000 feet of perimeter, an error of 0.02 feet per 100;
- (c) for each succeeding 100 feet of perimeter, up to a total perimeter of 1900 feet, an error of 0.01 feet; and
- (d) for a total perimeter of more than 1900 feet, an error of one in 5000.

(3) Where a measurement shown on a plan of survey differs from that shown in a registered deed or transfer or on a registered plan, the measurement shall be followed by the abbreviation "Meas." and the corresponding measurement in the deed or transfer or on the plan shall be noted followed by "deed (transfer) No. ...." or "plan No. ....", as the case may be, showing the registration number of the deed or transfer or of the plan, respectively. R.R.O. 1960, Reg. 47, s. 54.

55.—(1) Subject to subsection 2, every plan of survey shall contain a true copy of the field notes of the survey and the field notes shall be certified by the surveyor as follows:

Certified a true copy of the field notes of  
survey  
.....  
(date) (signed) Ontario Land Surveyor

(2) Where the field notes can not conveniently be shown on the plan of survey, they shall accompany the plan of survey in separate form.

- (3) The field notes shall include,
- (a) a title including the designation  
"Field Notes of .....";
  - (b) a complete record in graphic form showing all lines run and distances or angles measured or bearings determined;
  - (c) a complete record of all evidence found, including descriptions of monuments and post markings;
  - (d) a complete record of all evidence created, including descriptions of monuments and post markings;

- (e) a complete representation of all information recorded that relates to title or that is of use in a resurvey;
- (f) the designation of all assumed or computed data and the source of derived or assumed data; and
- (g) where the field notes are filed under subsection 2, the certificate of the surveyor certifying that the field notes are either the original field notes or a true copy. R.R.O. 1960, Reg. 47, s. 55.

56.—(1) There shall be shown on every plan of survey all roads, streets, highways, lanes, reserves, railway lands, rivers, canals, streams, lakes, mill ponds and marshes lying within or abutting the land in the application.

(2) Topographical information that does not relate to the definition of limits shall not be shown.

(3) Natural boundaries shall be accurately plotted on the plan of survey.

(4) Where traverse lines are shown from which natural boundaries have been defined on the ground, complete particulars shall be shown on the plan of survey, including,

- (a) bearings, distances and lengths of offsets and the angles that they make with the respective traverse lines;
- (b) bearings and distances of stadia side shots;
- (c) information relevant to any other method by which a natural boundary is determined; and
- (d) information relating to the boundaries and ties with other surveys and land boundaries.

(5) The particulars required by subsection 4 shall be shown along the appropriate course on the plan of survey but, where this is not practicable, they may be shown in a schedule if they are identified and related to the appropriate course on the plan of survey. R.R.O. 1960, Reg. 47, s. 56.

57. An easement or other right of way existing on the date of the application shall be shown on the plan of survey. R.R.O. 1960, Reg. 47, s. 57.

58. Each plan of survey shall bear a title showing the designation of every original subdivision unit the whole or a portion of which is being surveyed and the number of the last registered plan, if any. R.R.O. 1960, Reg. 47, s. 58.

59. Each plan of survey shall show under the title the scale to which the plan of survey is drawn, the name of the surveyor and the year in which the survey was completed. R.R.O. 1960, Reg. 47, s. 59.

60. A simple north point accurately plotted shall be placed in a conspicuous position on each plan of survey. R.R.O. 1960, Reg. 47, s. 60.

PART III

FEES

61. The fees set forth in the Schedule are the fees payable under the Act to the Director of Titles. O. Reg. 133/61, s. 1.

Schedule

1. On an application for a certificate of title, the fees, computed to the nearest dollar, as follows:

Combined Value of Land and Buildings	Fees
(a) Not exceeding \$20,000 . . . . .	\$50
(b) Exceeding \$20,000, but not exceeding \$100,000 . . . . .	\$50 and 1/10 of 1 per cent of the excess over \$20,000
(c) Exceeding \$100,000, but not exceeding \$500,000 . . . . .	\$130 and 1/20 of 1 per cent of the excess over \$100,000
(d) Exceeding \$500,000 . . . . .	\$330

2.—(1) Where more than one property is included in one application or where the titles of parts of the land included in an application are substantially different, the fees in item 1 are payable upon an order to that effect by the Director of Titles as if a separate application had been made in respect of each property or each part.

(2) Where an application is withdrawn, refused or abandoned, such amount not exceeding the fees in item 1 as the Director of Titles considers appropriate having regard to the stage the application has reached.

- 3. Notice of change of interest . . . . . \$ 6.00
- 4. For each copy of a notice prepared for service, publication, registration or posting. 1.00
- 5. Hearing before the Director of Titles, each hour or part thereof . . . . . 5.00

- 6. Each order by the Director of Titles . . . 3.00
- 7.—(1) On granting a certificate of title . . . 25.00
- (2) Each certificate after the first in respect of one application . . . . . 15.00
- 8. On granting a true copy of a certificate of title, for the true copy of the applicant, no fee, for every other true copy. 10.00
- 9.—(1) For first examination of a plan of survey of land included in an application . . . . . 10.00
- (2) For examination of a resubmitted plan of survey . . . . . 5.00
- (3) (a) For supplying a paper print of a plan of survey either before or after approval . . . . . 1.00
- and in addition for each square foot in excess of 10 square feet . . . . . 10
- (b) For supplying to the surveyor a paper print of a plan of survey after approval, no fee.
- 10.—(1) Where the survey of the land in an application is verified on the ground by the examiner of surveys or by an assistant examiner of surveys, each day required for the examination.. 50.00
- (2) Where the examiner of surveys or assistant examiner of surveys is assisted in his examination by an instrumentman or chainman, each day the instrumentman or chainman is required . . . . . 12.50
- (3) Where the examiner of surveys or assistant examiner of surveys is assisted in his examination by an instrumentman and a chainman or by two instrumentmen or chainmen, each day they are required . . . 25.00
- (4) For the distance necessarily travelled from the registry office for the registry division in which the land is situated to the land and return, each mile . . . . . 10
- (5) For expenses incurred while verifying surveys, actual disbursement.
- 11. On issuing a direction to pay money into the Supreme Court to the credit of the Assurance Fund . . . . . 50



12. Actual amounts referable to an application and disbursed by the Director of Titles or by a title examiner, including but not restricted to,  
  
(a) registrar's fees on production of instruments, plans or abstract indexes or copies thereof and on any registration;  
  
(b) long-distance telephone charges;  
  
(c) postage or express charges for transmission or return of application papers, documents or plans;  
  
(d) search fees payable to the Minister of Financial and Commercial Affairs in connection with orporate applicants or prior corporate owners; and  
  
(e) cost of service and publication of a notice of an application or other notice.

13. For examining a plan of resubdivision and endorsing thereon that, in the opinion of the Director of Titles, the changes are of a minor nature, under clause f of subsection 2 of section 17 of the Act. ....\$ 6.00

14. For proceedings similar to those herein otherwise provided for, the same fee. Where there is no similar proceeding, the same fee as would be payable for a similar proceeding in the Court.  

O. Reg. 133/61, Sched.
5. An abstract of the title to the land certified by the registrar of the registry division in which the land is situate.

6. A typewritten abstract of the title to the land prepared by....., solicitor.

7. The certificate of....., solicitor—(in Form 4).

8. The certificate of the sheriff of the county in which the land is situate showing that there are no writs of execution or extent or liens in his hands against any person having an interest in the land.

9. The certificate of the treasurer of the municipality in which the land is situate that all municipal taxes for which the land is liable, except those for the current year, have been paid in full.

10. A certificate of the Registrar in Bankruptcy of the Supreme Court of Ontario that the name of the applicant does not appear in the index book kept pursuant to section 181 of the *Bankruptcy Act* (Canada).

11. A statement of the Minister of Revenue that he does not claim a lien for taxes payable under *The Corporations Tax Act* or any predecessor thereof by any corporation that appears to have had any interest in the land before the date of the filing of the application.
- Form 1

*The Certification of Titles Act*

APPLICATION

To: The Director of Titles,

.....

being entitled for ..... own benefit to an estate in fee simple in the land in Schedule "A" hereto attached applies to be granted a certificate of title in accordance with the provisions of the Act.
- The evidence in support of this application consists of the following:
1. The affidavit of....., the applicant herein—(in Form 2).

2. A plan of survey of the lands above mentioned.

3. The affidavit of....., Ontario Land Surveyor—(in Form 3).

4. The title documents, if any, of the land and any other evidences of title available to the applicant.
12. Evidence of the consent of the Treasurer of Ontario or the Minister of Revenue, as the case may be, to the transfer of an interest in land consequent upon the death of a person on or after the 1st day of January, 1930, where such person appears from the solicitor's abstract mentioned in paragraph 6 to have had an interest in the land.
- The address of the applicant for service is:

.....

.....
- Dated at....., this.....day of....., 19....
- Signed.....  
(applicant)

By.....  
(solicitor)
- R.R.O. 1960, Reg. 47, Form 1, *amended*.



Form 2

*The Certification of Titles Act*

AFFIDAVIT OF APPLICANT

IN THE MATTER of .....lot.....

I,.....

of the.....of.....

in the.....of.....

make oath and say:

1. That to the best of my knowledge and belief  
.....is the absolute owner in fee simple  
in possession of the land described in Schedule  
"A" to the attached application.

2. That to the best of my knowledge and belief  
there is no charge, mortgage, lien or other  
encumbrance affecting title to the said land  
(except the following:)

3. That to the best of my knowledge and belief  
there is no easement or right of way or other  
dominant right over the said land other than  
those referred to in Schedule "A" (except the  
following:)

4. That to the best of my knowledge and belief  
there is no encroachment by any building or  
fence on land adjoining the said land or other-  
wise over the said land (except the following:)

5. That to the best of my knowledge and belief  
there is no encroachment by any building or  
fence on the said land or otherwise over lands  
adjoining the said lands (except the following:)

6. That I am not aware of any proceeding by way  
of expropriation, judgment, execution or other-  
wise by which the title to the said land or any  
part thereof may be affected.

7. That I am not aware of any claim to any part  
of the land or any interest therein adverse to or  
inconsistent with the title, estate or interest of  
the applicant (except the following:)

8. That the said land was conveyed to.....  
  
in the year....., who from then until the  
present time has been in actual possession of the  
whole of the said land.

9. That the said lands and the buildings thereon  
are occupied by.....  
  
as tenant under a lease from.....

for the period of.....years from the.....day

of.....and the said tenant (has or has  
no) right of renewal of the said lease and (has or  
has no) right to purchase the said lands or the  
buildings thereon, and there (are, or are no)  
other leases or tenancies affecting the said  
lands.

10. That during the whole of the said period of  
possession there has been no change in the  
location of any fence or other enclosure defining  
the boundaries of the said lands (except the  
following:)

11. That all municipal taxes, including local im-  
provement rates, due and payable have been  
paid in full up to and including the.....  
  
day of....., 19....

12. That the applicant has never made any assign-  
ment for the general benefit of creditors, nor  
has any receiving order been made against the  
applicant under the *Bankruptcy Act* (Canada)  
nor has any petition for such an order been  
served upon the applicant.

13. That no fixture affixed to the said land or to the  
buildings thereon is subject to any conditional  
sale agreement or lien note that has not been  
registered against the title or that is not above  
disclosed (except the following:)

14. That all accounts or charges for work and service  
performed and materials placed or furnished  
upon or in respect of the said lands or any  
building or erection thereon have been fully paid  
and satisfied, and no one is entitled to claim a  
lien under *The Mechanics' Lien Act*, *The Public  
Health Act*, or otherwise against the said lands  
or any part thereof (except the following:)

15. That all the title deeds, instruments and evi-  
dence of title in support of the attached applica-  
tion are in the possession or custody of the

Registrar of Deeds for the Registry.....  
except the following, which are all that are in the  
possession of the applicant and which are  
produced herewith:

16. That there has been no deposit of any of the  
title deeds for any security.

17. That to the best of my knowledge, information  
and belief this affidavit discloses all facts  
material to the title of.....

18. That in my opinion,  
(a) the said land is worth not more than  
\$.....; and

(b) the building and fixtures on the said land are worth not more than \$.....at current market values.

19. That I am.....married and am of the age of 21 years or over.

or

That I am the.....of the corporate applicant and am empowered to make this affidavit on behalf of the said corporation.

Sworn before me at the.....

of.....

this..... day of.....

19.....

A Commissioner, etc.

R.R.O. 1960, Reg. 47, Form 2.

Form 3

*The Certification of Titles Act*

AFFIDAVIT OF SURVEYOR

IN THE MATTER of an application by.....

.....

of the.....of.....

in the.....of.....

.....for a certificate of title

to.....Lot.....

I,.....

of the.....of.....

in the.....of.....

Ontario Land Surveyor, make oath and say as follows:

1. I am a practising Ontario Land Surveyor, a member of the Association of Ontario Land Surveyors, under *The Surveyors Act* and have personal knowledge of the matters herein deposed to.

2. The plan of survey annexed hereto and marked Exhibit "A" to this my affidavit was prepared by me (or under my personal supervision) from actual survey.

3. The description of the land in the application to which this affidavit refers accurately describes the land.

4. The said description accurately describes the land shown on the said plan of survey.

5. .... are in actual occupation of the said land.

6. At the date of the survey the buildings on the

said land were, namely:.....

.....

a.....of.....construction.

7. At the date of the survey there appeared to be the following easements or rights of way over the said land, namely:

8. The said easements or rights of way are accurately shown on the said plan of survey.

9. At the date of the survey the following easements and encroachments were apparent on my examination of the surface of the land or were within my knowledge:

10. The survey was made for.....

and was completed on the.....day of

....., 19.....

11. At the time of making the survey, I examined the land and found no evidence of any fence, monument or any other structure or fixture, other than as shown on the plan of survey, which would indicate that any person other than the applicant has any right in the land or in any part of the land.

Sworn before me at the.....

of.....

this.....day of....., 19.....

Signed.....  
(O.L.S.)

A Commissioner, etc.

R.R.O. 1960, Reg. 47, Form 3;  
O. Reg. 112/62, s. 5, amended.

Form 4

*The Certification of Titles Act*

CERTIFICATE OF SOLICITOR

THIS IS TO CERTIFY THAT I have investigated the

title of.....

of the.....of.....

in the.....of.....  
and believe.....to be the owner in fee simple of  
that certain parcel or tract of land and premises  
situate in the.....of.....in the.....  
.....of....., more particularly  
described as follows:.....  
.....  
.....

SUBJECT ONLY to the encumbrances set out in the  
application of the said.....  
for a certificate of title, namely:

(set out briefly)

AND I FURTHER CERTIFY that I have conferred  
with the said applicant on the matters set forth in  
.....affidavit which is filed in support of.....  
application, and I verily believe that the statements  
of the applicant therein set out are true.

AND I FURTHER CERTIFY that the typewritten  
abstract of title submitted in support of the applica-  
tion was prepared from a search of the title made  
by me, in accordance with the regulations under

*The Certification of Titles Act* and completed on the..  
.....day of....., 19...., and particulars  
of every interest or claim that may adversely  
affect the title of the applicant, of which I have actual  
or constructive notice, have been noted on the said  
abstract.

IN WITNESS WHEREOF I have hereunto set my  
hand at.....this.....day of.....,  
19....

O. Reg. 112/62, s. 6.

Application  
No.

Form 5

*The Certification of Titles Act*

NOTICE OF CHANGE OF INTEREST  
AND APPLICATION TO CONTINUE  
PROCEEDINGS

IN THE MATTER of the application of.....  
.....

AND IN THE MATTER of.....lot.....  
.....

To the Director of Titles:

I,.....  
of the.....of.....  
in the.....of.....  
hereby give notice that.....  
.....

the above-named applicant has ceased to be the owner  
of the above-mentioned lands for the reason that  
.....

And I, as executor under the last will and testament  
of the said applicant (or as purchaser or as the case may  
be) hereby request that the said application for  
certification of title be (discontinued, or suspended

for a period of.....  
or carried on in my name as though I were the original  
applicant).

The evidence in support of this application consists of:

1. The affidavit of.....  
the applicant herein.
2. The affidavit of.....  
solicitor for the applicant herein, corroborating  
the statement of the applicant.
3. Notarial copy of Letters Probate of the last  
will and testament of.....  
.....  
(or other evidence of change of interest)

Dated at.....this.....day of.....,  
19....

(signature of notifier,  
or of his solicitor)

R.R.O. 1960, Reg. 47, Form 5.

Form 6

*The Certification of Titles Act*

NOTICE OF APPLICATION

(Re: Application No.....)

TAKE NOTICE THAT.....



has made an application for a Certificate of Title of  
certain land in the.....of.....  
described as follows:.....  
.....

AND TAKE NOTICE THAT any person claiming to  
have any title to or interest in the said land or any part  
thereof (other than an encumbrance protected by  
registration) is required on or before the.....day  
of....., 19...., to file a statement of his claim,  
verified by affidavit, in the Office of the Director of  
Titles, in the City of Toronto, and to serve a copy  
thereof on the applicant.

The address of the applicant for service is.....  
.....  
Dated at Toronto, this.....day of....., 19....  
.....  
(Director of Titles)  
O. Reg. 112/62, s. 7.

Application  
No.

Form 7

*The Certification of Titles Act*

AFFIDAVIT OF PUBLICATION OF NOTICE

IN THE MATTER of the application of.....  
.....  
AND IN THE MATTER of.....Lot.....  
I,.....  
of the.....of.....  
in the.....of.....  
make oath and say:  
A true copy of the advertisement now produced and  
shown to me and marked Exhibit "A" to this my  
affidavit appeared and was published in each issue  
of the.....newspaper, published at.....  
on the.....day of....., 19....

Sworn before me at the  
.....of.....  
this.....day of  
....., 19....

A Commissioner, etc.  
R.R.O. 1960, Reg. 47, Form 8

Application  
No.

Form 8

*The Certification of Titles Act*

AFFIDAVIT OF POSTING OF NOTICE

IN THE MATTER of the application of.....  
.....  
AND IN THE MATTER of.....Lot.....  
I,.....  
of the.....of.....  
in the.....of.....  
make oath and say:

That on the.....day of....., 19....,  
I caused to be posted.....copies of the notice  
now produced and shown to me and marked Exhibit  
"A" to this my affidavit, in conspicuous places in  
different parts of the City (or Town, etc.).....  
.....including.....copies on the land  
described in the notice and being municipally known  
as No. ....  
(street)  
and in its neighbourhood.

Sworn before me at the  
.....of.....  
this.....day of  
....., 19....

A Commissioner, etc.  
Name of Deponent.....  
Address.....  
Occupation.....

Application  
No.

Form 9

*The Certification of Titles Act*

NOTICE OF WITHDRAWAL OF APPLICATION

TAKE NOTICE THAT.....  
.....  
has withdrawn.....application for a certificate  
of title of the following land in the.....  
of.....  
namely:.....

And that proceedings under the Act have therefore  
been discontinued.

IN WITNESS WHEREOF I have hereunto subscribed  
my name and affixed my seal this.....  
day of....., 19.....

.....  
(Director of Titles)

R.R.O. 1960, Reg. 47, Form 10.

Application  
No.

Form 10

*The Certification of Titles Act*

NOTICE OF DISMISSAL OF APPLICATION

IN THE MATTER of the application of:.....  
.....

AND IN THE MATTER of.....Lot.....

TAKE NOTICE THAT the above-mentioned applica-  
tion for certification of title is hereby dismissed for  
the following reason:

.....  
.....  
The application and the material filed in support  
thereof will be returned to the applicant or to his  
solicitor upon receipt of a written request therefor.

Dated at Toronto, this.....day of.....,  
19.....

.....  
(Director of Titles)

R.R.O. 1960, Reg. 47, Form 11.

Application  
No.

Form 11

*The Certification of Titles Act*

CERTIFICATE OF TITLE

Certificate No.....

THIS IS TO CERTIFY that.....

at.....o'clock in the.....noon of the.....  
(hereinafter

day of.....in the year 19....  
referred to as the effective date of this certificate)

is absolutely and indefeasibly entitled in fee simple to

that certain parcel or tract of land.....

situated in the.....

in the.....

and being composed of.....

.....  
.....  
more particularly described in Schedule "A" hereto.

SUBJECT only to the exceptions, limitations, qualifi-  
cations and reservations sets out in Schedule "B"  
hereto.

AND To the conditions, covenants, restrictions  
charges, mortgages, liens and other encumbrances  
set out in Schedule "C" hereto.

Upon registration, this certificate is conclusive as of  
the day, hour and minute named herein that the  
title of the owner of the land described herein  
is absolute and indefeasible as regards the Crown  
and all persons whomsoever, subject only to the  
qualifications mentioned herein.

This certificate is granted for the purpose of registra-  
tion in the Registry Office for the Registry Division of

.....  
GRANTED at Toronto under my hand and seal of

Office this.....day of....., in the year 19....

.....  
(Director of Titles)

Schedule A

CERTIFICATE OF TITLE NO.

LAND

Schedule B

CERTIFICATE OF TITLE NO.

EXCEPTIONS, LIMITATIONS, QUALIFICATIONS AND RESERVATIONS to which the title of the owner is subject on the effective date of this certificate in respect of the lands described in Schedule "A":

1. The reservations, if any, contained in the original grant from the Crown.
2. Any right of expropriation, access or user or any other right conferred or reserved or vested by or under any Statute of Canada or Ontario.
3. Any municipal taxes, charges, rates or assessments.
4. Any municipal by-law.
5. Any inchoate right of the wife of the owner to dower.
6. Any claim for mechanics' lien created under *The Mechanics' Lien Act* where the time limited for registration had not then expired.
7. Any lease or agreement for a lease for a period yet to run which does not exceed seven years where there is actual occupation under it.
8. Any title or lien that, by possession or improvements or other means, the owner or person interested in any adjoining land has acquired to or in respect of the land.
9. The absence of title of the person herein referred to as the owner by reason of his fraud or forgery, or to which he was privy, except insofar as his title is necessary to support the title of a purchaser in good faith for value who acquired title after the granting of this certificate.

(The items struck out are not applicable)

Schedule C

CERTIFICATE OF TITLE NO.

Conditions, covenants, restrictions, charges, mortgages, liens and other encumbrances:

Application  
No.

Form 12

*The Certification of Titles Act*

NOTICE OF CERTIFICATION OF PART  
OF LAND

IN THE MATTER of the application of.....

AND IN THE MATTER of.....Lot.....

TAKE NOTICE THAT a certificate of title of the part described in Schedule "A" hereto annexed of the lands described in the above-mentioned application cannot be granted for the following reason:

AND FURTHER TAKE NOTICE that the application may be amended to except the lands described in Schedule "A" unless within.....days from the date hereof a request that no amendment be made to the description in the application, supported by valid reasons for the request, has been received in my office.

Dated at Toronto, this.....day of.....,

19.....  
.....  
(Director of Titles)

To:.....

R.R.O. 1960, Reg. 47, Form 13.

Application  
No.

Form 13

*The Certification of Titles Act*

AFFIDAVIT OF VALUATOR

IN THE MATTER of the application of.....

AND IN THE MATTER of.....Lot.....

I,.....

of the.....of.....

in the.....of.....



(real estate agent, and valuator) make oath and say:

1. That I have been engaged in the business of  
valuing real estate in the City of.....for  
upwards of.....years, and I am well  
acquainted with values of real estate in the  
vicinity of the above-mentioned lands.
2. That on the.....day of....., 19....  
I carefully examined the above land (and the  
buildings thereon).
3. That on the said property there are erected  
.....buildings of.....construction  
that are presently used as.....  
(describe  
.....  
buildings with particularity)
4. That at prevailing prices in the real estate  
market, I value the said lands at \$.....  
and the buildings thereon at \$.....

Sworn before me at the  
.....of.....  
this.....day of  
....., 19....

A Commissioner, etc.

R.R.O. 1960, Reg. 47, Form 14.

Application  
No.

Form 14

*The Certification of Titles Act*

BOND TO INDEMNIFY ASSURANCE FUND

KNOW ALL MEN by these presents that we,.....

(hereinafter called the Principal) as Principal, and

(hereinafter called the Surety) as Surety, are severally  
held and firmly bound unto Her Majesty in right of  
Ontario, represented by the Director of Titles, in the

penal sum of \$.....of lawful money of Canada  
to be paid to Her Majesty in right of Ontario, her  
successors and assigns, for the payment of which sum  
well and truly to be made we do bind ourselves and  
each of us for each of our heirs, executors, successors  
and assigns and every one of them firmly by these  
presents.

Sealed with our seals and dated this.....day of  
....., 19....

WHEREAS (set out the circumstances giving rise to the  
necessity for the bond)

Now therefore the condition of the above-written  
bond is such that if the above bounden Principal and  
Surety shall at all times hereafter keep indemnified  
Her Majesty in right of Ontario, her successors and  
assigns, from and against all loss or diminution of  
the assurance fund provided for under *The Certifica-  
tion of Titles Act* that may arise by reason of (specify):

then this obligation shall be void, otherwise to remain  
in full force and effect.

SIGNED, SEALED AND DELIVERED	Principal.....
in the presence of	Surety.....

R.R.O. 1960, Reg. 47, Form 15.

Application  
No.

Form 15

*The Certification of Titles Act*

COVENANT TO INDEMNIFY  
ASSURANCE FUND

This Agreement made the.....day of.....  
19....

BETWEEN:

HER MAJESTY THE QUEEN in right of Ontario,

—and—

of.....

WHEREAS (set out the circumstances giving rise to the necessity for the covenant):

.....

Now the said.....for himself, his administrators, executors and assigns covenants with Her Majesty in right of Ontario, represented by the

Director of Titles, that the said.....will save, indemnify and protect Her Majesty and her successors and the assurance fund established under *The Certification of Titles Act* or established or continued under any other Act of the Government of the Province of Ontario against any valid claim that may hereafter be made on account of the said application and also against all costs in respect thereof and will pay such amount as anyone claiming as aforesaid may be adjudged to be entitled to recover in respect of the premises and costs.

IN WITNESS WHEREOF (I, we) have hereunto set (my, our) hand(s) and seal(s).

Signed, Sealed and Delivered  
in the presence of

.....

R.R.O. 1960, Reg. 47, Form 16.

Application  
No.

Form 16

*The Certification of Titles Act*

DIRECTION FOR PAYMENT TO THE  
CREDIT OF THE ASSURANCE FUND

Assurance Fund under *The Certification of Titles Act*.

Office of the Director of Titles, Toronto.

SUPREME COURT OF ONTARIO

To the Canadian Imperial Bank of Commerce,  
Toronto:

RECEIVE from.....

the sum of.....Dollars  
and place the same to the credit of this account in

respect of....., Toronto, the.....day of

....., 19....

.....  
(Director of Titles)

\$.....

Reference  
No.

THE CANADIAN IMPERIAL BANK OF  
COMMERCE

Toronto, the.....day of....., 19....

Assurance Fund under *The Certification of Titles Act*.

Office of the Director of Titles, Toronto.

\$.....

THIS IS TO CERTIFY that.....

has this day paid into this Bank to the credit of this

account the sum of.....Dollars

in respect of.....

.....

R.R.O. 1960, Reg. 47, Form 17.

Form 17

*The Certification of Titles Act*

CLAIM FOR PAYMENT OUT OF  
THE ASSURANCE FUND

IN THE MATTER of a certificate of title bearing

No.....granted to.....

AND IN THE MATTER of.....Lot.....

.....

To the Director of Titles:

I,.....,

of the.....of.....

in the.....of.....,

hereby give notice that I have a claim in the above-mentioned land, which prior to the granting of the above-mentioned certificate of title would have been enforceable by action.

The evidence in support of my claim consists of:

1. The affidavit of....., the claimant herein, specifying the nature of the claim, and reasons for failure to file notice of claim before granting of certificate of title.

2. The affidavit of....., solicitor for the claimant herein, corroborating the statement of the claimant.

3. (*Specify other evidence upon which claim is based*):  
.....  
Dated at....., this.....day of.....,  
19....

.....  
(signature of claimant  
or of his solicitor)

R.R.O. 1960, Reg. 47, Form 18.

Form 18

*The Certification of Titles Act*

SURVEYOR'S CERTIFICATE ON PLAN  
OF SURVEY

I,.....,

of the.....in the.....  
of.....,

Ontario Land Surveyor, certify that:

1. I was present at and did personally supervise the survey represented by this plan of survey.
2. This survey and plan of survey are correct and in accordance with *The Surveys Act* and *The Certification of Titles Act* and regulations made thereunder.
3. The survey was completed on the.....  
day of....., 19....

(signature) .....  
(Ontario Land Surveyor)

R.R.O. 1960, Reg. 47, Form 19.



REGULATION 84

under The Change of Name Act

FEES AND FORMS

- 1.—(1) The fee upon an application,
- (a) is \$15 and an additional \$1 for each person, other than the applicant, included in the application; and
  - (b) shall be paid to the clerk of the court in which the application is made.
- (2) Where the application is granted, the clerk of the court shall, out of the fee paid upon the application,
- (a) retain \$10 and an additional 50 cents for each person, other than the applicant, included in the application; and
  - (b) forward the balance to the Registrar General at Toronto.
- (3) Where the application is refused, the clerk of the court shall, out of the fee paid upon the application,
- (a) retain \$5; and
  - (b) return the balance to the applicant.  
R.R.O. 1960, Reg. 48, s. 1.
- 2.—(1) A certificate of an order effecting a change of name shall be in Form 1.

- (2) The fee for the certificate,
- (a) is \$1 and an additional 30 cents a folio for each folio in excess of two; and
  - (b) shall be paid to the clerk of the court giving the certificate. R.R.O. 1960, Reg. 48, s. 2.

Form 1

*The Change of Name Act*

CERTIFICATE OF AN ORDER EFFECTING  
A CHANGE OF NAME

Under *The Change of Name Act* and the regulations,  
I certify that the following is a true copy of an order

made by His Honour Judge. ....  
of the.....County Court of the County of  
District District  
.....on the.....day of....., 19....  
Dated at.....this....day of....., 19...

.....  
(clerk of the court)

R.R.O. 1960, Reg. 48, Form 1.



## REGULATION 85

### under The Charitable Institutions Act

#### GENERAL

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "architect" means an architect who is a member in good standing of the Ontario Association of Architects;
- (b) "board" means the board of directors of an approved corporation or a charitable institution;
- (c) "licensed public accountant" means a public accountant licensed under *The Public Accountancy Act*;
- (d) "physician" means a legally qualified medical practitioner;
- (e) "professional engineer" means a professional engineer who is a member in good standing of the Association of Professional Engineers of the Province of Ontario;
- (f) "resident" means a person for whom residential, sheltered, specialized or group care is provided in a charitable institution. O. Reg. 297/64, s. 1; O. Reg. 400/67, s. 1.

##### APPROVAL AND SPECIFICATION

2.—(1) The corporations listed in Schedule 1 are approved for the purposes of the Act.

(2) The charitable institutions listed in Schedule 2 are approved for the purposes of the Act and are specified as homes for mothers in which mothers of children born or likely to be born out of wedlock may be cared for.

(3) The charitable institutions listed in Schedule 3 are approved for the purposes of the Act and are specified as homes for the aged in which elderly persons may be cared for.

(4) The charitable institutions listed in Schedule 4 are approved for the purposes of the Act and are specified as charitable institutions in which persons other than those mentioned in subsection 2 or 3 may be cared for.

(5) The hostels listed in Schedule 5 are approved for the purposes of the Act. O. Reg. 297/64, s. 2; O. Reg. 173/68, s. 1.

#### PART I

##### GENERAL

3.—(1) Subject to subsection 2, this Part applies to all corporations and charitable institutions that are approved for the purposes of the Act. O. Reg. 297/64, s. 3 (1); O. Reg. 400/67, s. 2 (1).

(2) This Part, except section 4, section 6, section 7 and section 12, does not apply to any hostel listed in Schedule 5 or to an approved corporation in respect of a hostel that it maintains and operates. O. Reg. 297/64, s. 3 (2); O. Reg. 400/67, s. 2 (2).

##### RULES GOVERNING CHARITABLE INSTITUTIONS

4. Every building or part thereof that is used as a charitable institution shall be so constructed, used, furnished or equipped as to comply with,

- (a) the laws affecting the health of inhabitants of the municipality in which the institution is located;
- (b) any rule, regulation, direction or order of the local board of health and any direction or order of the local medical officer of health;
- (c) any by-law of the municipality in which the institution is located or other law for the protection of persons from fire hazards; and
- (d) any restricted area, standard of housing or building by-law passed by the municipality in which the institution is located pursuant to Part III of *The Planning Act* or any predecessor thereof. O. Reg. 400/67, s. 3.

5.—(1) In every charitable institution the board shall provide,

- (a) nourishing meals at regular intervals prepared by or under the supervision of a competent person;
- (b) adequate and sanitary supplies of milk and drinking water;
- (c) sleeping accommodation for each resident in rooms with a minimum of,
  - (i) 400 cubic feet of air space and 50 square feet of floor space for each



resident under sixteen years of age, and

- (ii) 600 cubic feet of air space and 75 square feet of floor space for each resident sixteen years of age and over,

with the beds so placed that no bed overlaps a window or radiator and no bed at any point is nearer to any other bed than  $2\frac{1}{2}$  feet; and

- (d) toilet and bathing facilities that are readily accessible to all residents, with a minimum of one wash basin and one flush toilet for every five residents and one bathtub or shower for every twelve residents.

(2) The board shall ensure that a minimum temperature of 68° F. is maintained in the institution from the 1st day of October to the 31st day of May. O. Reg. 297/64, s. 5.

6. In every charitable institution the board shall ensure that,

- (a) all fire hazards in the institution are eliminated and the recommendations of an officer authorized to inspect buildings under *The Fire Marshals Act* are carried out;
- (b) there is adequate protection from radiators or other heating equipment;
- (c) the water supplies are adequate for all normal needs, including those of fire protection;
- (d) there are at least two separate means of egress to the outside from floors with sleeping accommodation;
- (e) the fire protection equipment, including the sprinkler system, fire extinguishers, hose and stand pipe equipment are visually inspected at least once a month and serviced at least once every year by qualified personnel;
- (f) the fire alarm system is inspected at least once a year by qualified fire alarm maintenance personnel, and tested at least once every month;
- (g) at least once a year the heating equipment is serviced by qualified personnel and the chimneys are inspected and cleaned if necessary;
- (h) a written record is kept of inspections and tests of fire equipment, fire drills, the fire alarm system, the heating system and chimneys;

- (i) the staff and residents are instructed in the method of sounding the fire alarm;
- (j) the staff are trained in the proper use of the fire extinguishing equipment;
- (k) a procedure is established that is to be followed when a fire alarm is given, including the duties of the staff and residents;
- (l) the staff and residents are instructed in the procedure established under clause k and the procedure is posted in conspicuous places in the institution;
- (m) where matches are used, only safety matches are issued to the staff and residents;
- (n) the procedure established under clause k is practised at least once a month using the fire alarm to initiate the drill;
- (o) an inspection of the building, including the equipment in the kitchen and laundry, is made each night to ensure that there is no danger of fire and that all doors to stairwells, all fire doors and all smoke barrier doors are kept closed;
- (p) adequate supervision is provided at all times for the security of the residents and the institution;
- (q) oxygen is not used or stored in the institution in a pressure vessel;
- (r) the institution is kept clean and free of combustible rubbish;
- (s) all exits are clear and unobstructed at all times;
- (t) combustible draperies, curtains, decorations and similar materials are suitably treated to render them resistant to the spread of flame and are retreated when necessary;
- (u) receptacles into which electric irons are plugged are equipped with pilot lights;
- (v) lint traps in the laundry are cleaned out after each use of the equipment;
- (w) flammable liquids used in the institution are stored in suitable containers in non-combustible cabinets;
- (x) large non-combustible ash trays are provided where smoking is permitted;
- (y) no vaporizing liquid fire extinguishers are kept or used in the institution; and

- (z) no sprinkler heads and fire detector heads are painted. O. Reg. 400/67, s. 4; O. Reg. 173/68, s. 2.

7.—(1) A charitable institution located in a municipality that does not have public fire protection shall be provided with a complete automatic sprinkler system.

(2) The sprinkler system shall be installed so that the distance between each sprinkler head does not exceed fifteen feet measured along and at right angles to the pipes of the system, the distance between a sprinkler head and a wall or partition does not exceed seven feet six inches, and the area of protection for each sprinkler head does not exceed 200 square feet.

(3) The water supply to the sprinkler system shall be sufficient to provide a minimum pressure of ten pounds per square inch at the uppermost sprinkler head while water is discharged through an open main drain valve of not less than three-quarters of an inch internal diameter.

(4) The water supply to the sprinkler system shall provide not less than fifty gallons per minute at the base of every sprinkler riser and shall be sufficient to maintain such flow for a minimum period of thirty minutes. O. Reg. 400/67, s. 4.

8. In every charitable institution the board shall,

- (a) arrange for suitable religious services to be available for all residents;
- (b) provide opportunities for the residents to participate in recreational, rehabilitative and hobby-craft activities; and
- (c) ensure that each resident receives, at all times, care adequate for and consistent with his individual needs. O. Reg. 400/67, s. 4.

#### QUALIFICATIONS, POWERS AND DUTIES OF STAFFS

9.—(1) A board shall appoint a person as superintendent of the charitable institution maintained and operated by it who shall be approved by the Minister and shall be responsible to the board for the efficient management and operation of the institution. O. Reg. 297/64, s. 7 (1); O. Reg. 400/67, s. 5.

(2) Each superintendent and staff member shall be a person who,

- (a) is sympathetic to the welfare of the residents;
- (b) has adequate knowledge, understanding and experience to recognize and meet the needs of the residents and the ability to cope with their problems; and

- (c) is of suitable age, health and personality to carry out his duties. O. Reg. 297/64, s. 7 (2).

10.—(1) No board shall appoint a superintendent or person to act temporarily as superintendent or employ a person on the staff of the charitable institution maintained and operated by it until the person so appointed or employed has obtained from a physician a certificate certifying that he is,

- (a) free from active tuberculosis or other communicable or contagious disease; and
- (b) physically fit to undertake his duties in the institution.

(2) At least once a year the superintendent and each staff member of the institution shall obtain the certificate prescribed in subsection 1. O. Reg. 297/64, s. 8.

11. Where a resident of a charitable institution dies, the superintendent shall give notice of the death to a coroner other than a coroner who is the physician appointed under section 13 as the physician for the institution. O. Reg. 297/64, s. 9.

#### ADDITIONAL POWERS AND DUTIES OF PROVINCIAL SUPERVISORS

12.—(1) A provincial supervisor shall be given access at any time to any charitable institution or any part thereof for the purposes of inspection under subsection 1 of section 8 of the Act.

(2) A provincial supervisor shall inspect,

- (a) each charitable institution for the purpose of determining compliance with the Act and this Regulation and for any other purpose as required by the Minister;
- (b) the building or buildings and accommodation, the sanitary and eating facilities, the recreational, rehabilitative and hobby-craft facilities and equipment, the fire equipment and fire precautions; and
- (c) the dietary standards and appraise the nutritional standards for the residents, including those on special diets. O. Reg. 297/64, s. 10.

#### MEDICAL AND RELATED OR ANCILLARY SERVICES

13. Each board shall appoint one or more physicians to each charitable institution maintained and operated by it to ensure that medical services are provided for each resident in accordance with his needs. O. Reg. 297/64, s. 11.

14.—(1) In this section, "attending physician" means a legally qualified medical practitioner other than the physician for a charitable institution who is appointed under section 13.



(2) All medical services, programs and procedures and medications provided or used in the institution are subject to the approval of the physician for the institution.

(3) The physician for the institution shall make an annual written report to the board summarizing the general health conditions of the residents, the medical and nursing services provided to them and the dietary standards in the institution and shall include in the report any recommendations that he considers necessary to ensure proper conditions of health and an adequate state of well-being for the residents, and shall make such other reports as the board or Minister requires.

(4) The physician for the institution shall,

- (a) inspect the sanitary conditions in the institution at least once a month;
- (b) report on such inspections to the board; and
- (c) take any steps that he considers necessary to correct unsanitary conditions.

(5) The physician for the institution shall attend and prescribe medication or treatment for any resident who has no attending physician of his own or who requests that the services of the physician for the institution be made available to him.

(6) At least once a year, each resident of the institution shall be given a complete medical examination by the physician for the institution or the attending physician.

(7) The physician for the institution or the attending physician shall make a detailed written report of the results of each medical examination of a resident and any recommendations pertaining thereto and the report shall be kept along with the other records of the resident.

(8) A resident shall be given such special diet as the physician for the institution or the attending physician directs. O. Reg. 297/64, s. 12.

**15.—(1)** Where an approved corporation maintains and operates a charitable institution that is listed in Schedule 2, 3 or 4, the board shall appoint at least one nurse or person with nursing experience to the staff of the institution and, where there are residents in bed care, at least one nurse so appointed shall be registered under *The Nurses Act*.

(2) Where an approved corporation maintains and operates a charitable institution that is listed in Schedule 4, the board shall ensure the provision of such nursing services in respect of any resident as are from time to time considered necessary by the physician for the institution or the attending physician. O. Reg. 297/64, s. 13.

**16.—(1)** Subject to subsection 2, before admitting a person to a charitable institution, the superintendent or board shall ensure that the person has been given a medical examination by a physician, who may be a physician appointed under section 13, including a skin test for tuberculosis, and the physician has certified in writing that the person is free from active tuberculosis or other communicable or contagious disease.

(2) Where it is in the best interest of the welfare of a person that he be admitted to a charitable institution and he cannot be medically examined or certified to be free from active tuberculosis or other communicable or contagious disease as required by subsection 1, the person may be admitted to the institution if he is kept in isolation from other residents until subsection 1 is complied with.

(3) A record of the medical examination of each person admitted to the institution shall be kept therein together with any recommendations made by the physician for medical treatment, immunization or for the special needs of the person. O. Reg. 297/64, s. 14.

#### APPLICATIONS FOR GRANTS AND PAYMENTS UNDER SECTION 5 OR 6 OF THE ACT

**17.—(1)** An application for a grant under clause *a* of section 5 or section 6 of the Act shall be made in triplicate in Form 1. O. Reg. 297/64, s. 15 (1); O. Reg. 400/67, s. 6 (1).

(2) An applicant for a grant under clause *a* of section 5 of the Act in respect of the erection of a new building or an addition to an existing building used or to be used as a charitable institution shall file with the Minister two copies of,

- (a) the site plan showing the location of the building on the site; and
- (b) the plans and specifications, prepared by an architect, showing the construction, equipment and arrangements of the institution. O. Reg. 297/64, s. 15 (2).

(3) An applicant for a grant under section 6 of the Act in respect of the acquisition of a building to be used as a charitable institution shall file with the Minister two copies of,

- (a) the site plan showing the location of the building on the site; and
- (b) a structural sketch of the building showing the areas to be used as the institution. O. Reg. 297/64, s. 15 (3); O. Reg. 400/67, s. 6 (2).

**18.—(1)** A payment in respect of a grant under clause *a* of section 5 or section 6 of the Act shall not be made unless the applicant applies for the pay-



ment in triplicate in Form 2. O. Reg. 297/64, s. 16 (1); O. Reg. 400/67, s. 7 (1), *revised*.

(2) A grant under clause *a* of section 5 of the Act may be payable as follows:

1. An amount not exceeding the lesser of,

- (a) one-third of the estimated cost of completion of the new building or addition; and
- (b) \$1,666 for each bed provided for residents in the new building or in the addition in accordance with the provisions of this Regulation relating to sleeping accommodation,

may be paid when an architect or professional engineer certifies in Form 3 that the construction of the new building or the addition is at least one-third complete.

2. A further amount not exceeding the lesser of,

- (a) one-third of the estimated cost of completion of the new building or addition; and
- (b) \$1,666 for each bed provided for residents in the new building or in the addition in accordance with the provisions of this Regulation relating to sleeping accommodation,

may be paid when an architect or professional engineer certifies in Form 3 that the construction of the new building or the addition is at least two-thirds complete. O. Reg. 400/67, s. 7 (2); O. Reg. 173/68, s. 3.

(3) Subject to subsection 2, a grant under clause *a* of section 5 or under section 6 of the Act shall not be paid until,

- (a) an architect or a professional engineer certifies in Form 3 that,
  - (i) the construction of the new building or the addition to or acquisition of the building, as the case may be, has been completed in accordance with the plans thereof approved by the Minister, and
  - (ii) the building or addition is ready for use and occupancy; and
- (b) an authorized officer of the board submits a report stating,

- (i) the actual total cost of the erection, addition or acquisition to the corporation,
- (ii) that the total of the unpaid accounts applicable to the erection, addition or acquisition does not exceed the amount of the grant remaining to be paid,
- (iii) that the amount of the grant remaining to be paid will be applied first in the repayment of the unpaid accounts referred to in subclause ii, and
- (iv) that all refundable sales tax has been taken into account. O. Reg. 400/67, s. 7 (2); O. Reg. 485/70, s. 1.

19. The capital cost of land, where applicable, and of furnishing and equipping a new building, or an addition to an existing building or an acquired building used or to be used as a charitable institution may be included in computing the cost thereof to an approved corporation for the purposes of clause *a* of section 5 or section 6 of the Act. O. Reg. 297/64, s. 17; O. Reg. 400/67, s. 8.

#### PAYMENTS UNDER SECTION 7 OF THE ACT

20.—(1) An application by an approved corporation for a payment under section 7 of the Act shall be made monthly in triplicate in Form 4 and shall be furnished to the Minister not later than the 20th day of each month for the immediately preceding month. O. Reg. 297/64, s. 18 (1).

(2) The amount to be paid by the Province to an approved corporation under section 7 of the Act shall be computed in accordance with Form 4 and Form 5, and for the purpose of such computation the rate of 80 per cent in the said section 7 shall apply to the cost of care and maintenance incurred on or after the 1st day of April, 1967. O. Reg. 297/64, s. 18 (2); O. Reg. 400/67, s. 9 (1).

(3) For the purposes of Form 4 and Form 5, "average daily cost of care and maintenance" means the actual average daily cost, determined in accordance with Form 5, of providing care and maintenance in a charitable institution for each person resident in the institution during the three month period for which the determination in Form 5 is made, including the portion of the fees paid to a physician appointed under section 13, for all the services that are prescribed in section 14, but not exceeding \$1.30 per month for each bed based on the approved bed capacity of the home, but not including any cost incurred on or after the 1st day of April, 1970, in excess of \$9 for each such person. O. Reg. 400/67, s. 9 (2); O. Reg. 211/70, s. 1.

(4) In determining the revenue for the purpose of Form 4,

- (a) any income received by a resident in a charitable institution listed in Schedule 3 up to and including \$15 per month;
- (b) where the resident is being paid an allowance under *The Family Benefits Act*, as a blind person or a disabled person, any additional income received by him under that Act for travel in the community; and
- (c) any income, in addition to any amounts exempted under clause *a* or *b*, received by the resident by way of payment or refund under *The Residential Property Tax Reduction Act*, or under Order-in-Council numbered OC-3410/70 made pursuant to section 5 of *The Department of Agriculture and Food Act*,

shall not be included and the resident shall be permitted to retain such income for his personal use. O. Reg. 485/70, s. 2; O. Reg. 486/70, s. 1; O. Reg. 535/70, s. 1.

(5) For the purpose of Form 5, the net operating expenditures of a charitable institution are subject to the approval of the Minister. O. Reg. 400/67, s. 9 (2).

#### RECORDS AND RETURNS

**21.**—(1) The superintendent of a charitable institution shall keep a written record and file for each resident.

(2) The record shall set forth in respect of each resident,

- (a) his name, age and sex and his address prior to his admission to the institution;
- (b) the names, addresses and occupations of his parents, where applicable, or of his relatives, next-of-kin or other interested persons;
- (c) his personal and family history;
- (d) the date and circumstances of and reasons for his admission to the institution;
- (e) the current terms of payment for the care and maintenance of the resident;
- (f) a record of all medical, X-ray, psychiatric, psychological or other similar examinations or tests, together with the findings and recommendations;
- (g) a record of all illnesses, accidents and admissions to hospitals;

(h) observations on the conduct and behaviour of the resident while residing in the institution;

(i) an account or history of any other matter that might affect the well-being or progress of the resident;

(j) the date and circumstances when the resident is discharged or voluntarily withdraws from the institution;

(k) the name and address of the person and relationship, if any, in whose charge the resident was placed at the time of discharge or the name and address of the institution to which the resident was discharged; and

(l) where the resident dies, a report of the time, date and circumstances of the death, the name and address of the person, if any, who claims the body, the date that the notice of death is given to the coroner in accordance with section 11 and the name of the coroner. O. Reg. 297/64, s. 19.

**22.**—(1) Each corporation shall keep separate books of account for each charitable institution operated by it. O. Reg. 297/64, s. 20 (1); O. Reg. 400/67, s. 10 (1).

(2) The books of account shall,

(a) set forth the revenue and expenditures of the institution;

(b) contain a separate record of money received by the institution from sources other than under the Act; and

(c) be audited at least once a year by a licensed public accountant. O. Reg. 400/67, s. 10 (2).

(3) Each corporation shall keep a subsidiary ledger for the charges made and the payments received for the care and maintenance of the residents in each charitable institution operated by it. O. Reg. 400/67, s. 10 (2).

**23.** Each corporation shall forward to the Minister for each charitable institution maintained and operated by it,

(a) not later than the 20th day of the months of April, July, October and January a quarterly report in duplicate in Form 5 of net operating expenditures in respect of the immediately preceding three months;

(b) not later than the last day of February of each year the complete financial statement of the institution for the immediately preceding calendar year, together with the



report of a licensed public accountant and the report of the licensed public accountant shall state whether, in his opinion,

- (i) he has received all the information and explanations he has required,
  - (ii) the financial statement is in accordance with the books and records of the institution, and
  - (iii) the financial statement has been prepared in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year; and
- (c) such other financial and statistical information as the Minister may require. O. Reg. 400/67, s. 11.

#### RECOVERY BY A CORPORATION OR THE PROVINCE

**24.**—(1) A corporation is entitled to recover without interest from a resident or former resident of a charitable institution or from the estate of the resident as a debt due to the corporation the amount of the costs paid by the corporation on behalf of the resident for his care and maintenance in the institution notwithstanding that a provincial subsidy has been paid in respect of the costs.

(2) The Crown in right of Ontario is subrogated to the right of the corporation to recover costs under subsection 1.

(3) Where costs in respect of which a provincial subsidy has been paid under section 7 of the Act are recovered under subsection 1 or 2, Ontario is entitled to the same percentage of the amount recovered as the percentage on which the contribution by Ontario to the corporation in respect of the amount recovered was based. O. Reg. 297/64, s. 22, *revised*.

#### PART II

##### ADDITIONAL RULES GOVERNING CHARITABLE INSTITUTIONS IN SCHEDULES 2 AND 4

**25.** This Part applies to the charitable institutions listed in schedules 2 and 4 where any resident thereof is under sixteen years of age. O. Reg. 297/64, s. 23, *revised*.

**26.**—(1) Each resident of a charitable institution who is under sixteen years of age shall, with the written permission of his parent or guardian, be immunized as required by the local medical officer of health.

(2) The superintendent of a charitable institution shall prepare at six-month intervals a statement of

the future plans for the care and maintenance of each resident who is under sixteen years of age and shall retain the statement in the resident's file. O. Reg. 297/64, s. 24.

**27.** A board having jurisdiction over any charitable institution to which this Part applies shall provide in respect of every school-age resident in the institution,

- (a) for his educational requirements in a manner most suited to his needs;
- (b) opportunities for his religious education; and
- (c) vocational guidance for the resident and shall encourage him to develop a vocation. O. Reg. 400/67, s. 12.

#### PART III

##### APPLICATIONS FOR GRANTS AND PAYMENTS IN RESPECT OF HOSTELS

**28.** This Part applies to the hostels listed in Schedule 5. O. Reg. 297/68, s. 26.

**29.**—(1) An application for a grant under clause *b* of section 5 of the Act shall be made in triplicate in Form 7. O. Reg. 297/68, s. 27 (1); O. Reg. 400/67, s. 13 (1).

(2) An applicant for a grant under clause *b* of section 5 of the Act in respect of the erection of a new building or an addition to an existing building used or to be used as a hostel shall file with the Minister two copies of,

- (a) the site plan showing the location of the building on the site; and
- (b) the plans and specifications, prepared by an architect, showing the construction, equipment and arrangements of the hostel. O. Reg. 297/68, s. 27 (2).

**30.**—(1) A payment in respect of a grant under clause *b* of section 5 of the Act shall not be made unless the applicant applies for the payment in triplicate in Form 8. O. Reg. 297/68, s. 28 (1); O. Reg. 400/67, s. 14 (1), *revised*.

(2) An advance payment of a grant under clause *b* of section 5 of the Act amounting to not more than,

- (a) \$750 per bed of the total bed capacity; or
- (b) 15 per cent of the estimated cost of completion,

of the new building or addition, whichever is the lesser, may be made during the construction thereof



when the new building or addition is at least 50 per cent completed as certified by an architect or professional engineer, in triplicate, in Form 9. O. Reg. 297/68, s. 28 (2).

(3) Subject to subsection 2, a grant under clause *b* of section 5 of the Act shall not be paid until,

(a) an architect or a professional engineer certifies in Form 9 that,

(i) the construction of the new building or the addition, as the case may be, has been completed in accordance with the plans thereof approved by the Minister, and

(ii) the building or addition is ready for use and occupancy; and

(b) an authorized officer of the board submits a report stating,

(i) the actual total cost of the erection or addition to the corporation,

(ii) that the total of the unpaid accounts applicable to the erection or addition does not exceed the amount of the grant remaining to be paid,

(iii) that the amount of the grant remaining to be paid will be applied first in repayment of the unpaid accounts referred to in subclause ii,

(iv) that all refundable sales tax has been taken into account, and

(v) that an amount equal to at least 20 per cent of the cost of the new building or addition has been paid to the corporation by the council of the municipality in which the new building or addition is situated. O. Reg. 400/67, s. 14 (2); O. Reg. 485/70, s. 3.

31. The capital cost of land, where applicable, and of furnishing and equipping a new building or an addition to an existing building used or to be used as a hostel may be included in computing the cost thereof to an approved corporation for the purposes of clause *b* of section 5 of the Act. O. Reg. 297/64, s. 29; O. Reg. 400/67, s. 15.

#### Schedule 1

1. Abbotsford Haven of Ottawa

2. The Adult Cerebral Palsy Institute of Metropolitan Toronto

3. Aged Women's Home Board

4. Albright Gardens Homes, Incorporated

5. Anglican Houses

6. Anson House

7. Armagh

8. Ascension Charitable Foundation, Inc.

9. Beattie Haven

10. Benevolent Society "Heidehof" for the care of the Aged

11. Bethany Lodge

12. Blue Water Rest Home

13. Broadview Foundation

14. Bronson Home

15. C.R. Vint Foundation

16. The Canadian National Institute for the Blind

17. Carmelite Sisters of Canada

18. Centres d'accueil Champlain

19. Charity House (Windsor)

20. The Elizabeth Fry Society, Toronto Branch

21. Elliott Home Board

22. Estonian Relief Committee in Canada

23. The Evangelical United Brethren Church

24. Fairhaven House Incorporated

25. Fulford Home

26. Glede Manor Residence Incorporated

27. The Governing Council of the Salvation Army, Canada East

28. Grand Lodge of Ontario, Independent Order of Oddfellows

29. The Grey Nuns of the Cross

30. Grey Sisters of the Immaculate Conception

31. Grove Park Home for Senior Citizens

32. Hamilton Wesley House

33. The Harold King Farm

34. Hillcrest Lodge

35. Humewood House Association
36. The Incorporated Synod of the Diocese of Huron
37. The Inn of Windsor
38. The Jewish Home for the Aged
39. The Julia Greenshields Memorial Home
40. Knollcrest Lodge
41. The Ladies' Benevolent Temperance Society of St. Thomas
42. Laughlen Lodge Board
43. Leamington United Mennonite Church
44. The Little Brothers of the Good Shepherd (Canada)
45. Marina Lodge
46. Masaryk Memorial Institute Incorporated
47. Maxville Manor
48. The May Court Club of Ottawa
49. Mennonite Brethren Senior Citizens Home
50. The Mennonite Conference of Ontario
51. The Mennonite Home Association of York County
52. Mon Sheong Foundation
53. The Nipponia Home
54. Northern Ecumenical Maternity Homes
55. The Order of the Eastern Star, Ontario
56. Ottawa Jewish Home for the Aged
57. Parkwood Manor
58. The Pentecostal Benevolent Association of Ontario
59. The Religious Hospitalers of St. Joseph of Cornwall, Ontario
60. The Religious Hospitallers of St. Joseph operating St. Joseph's Villa
61. The Roman Catholic Episcopal Corporation of the Diocese of London in Ontario
62. The Roman Catholic Episcopal Corporation of Ottawa
63. Rosalie Hall (Misericordia Sisters)
64. St. Andrew's Residence, Chatham
65. St. Anne's Tower Corporation
66. St. Leonard's House, London
67. St. Leonard's House (Peel)
68. St. Leonard's House, Toronto
69. St. Leonard's House, Windsor
70. Sancta Maria House
71. The Sisters of the Good Shepherd of Toronto
72. Sisters of Providence of St. Vincent de Paul
73. The Sisters of St. Joseph for the Diocese of Toronto in Upper Canada
74. The Sisters of St. Joseph of the Diocese of Hamilton
75. Sisters of St. Joseph of the Diocese of London in Ontario
76. Sisters of St. Joseph of the Diocese of Peterborough in Ontario
77. The Sisters of St. Joseph of Sault Ste. Marie
78. The Society of the Sacred Heart of Jesus
79. The Toronto Aged Men's and Women's Homes Board
80. Tri-County Mennonite Homes
81. Trillium Home L.O.B.A. of Ontario West Incorporated
82. Ukrainian Home for the Aged
83. Unionville Home Society
84. The United Church of Canada in Ontario
85. United Mennonite Home for the Aged
86. Western Ontario Mennonite Conference Inc.
87. The Widow's Home of Brantford Board
88. Women's Christian Association of London
89. Zonta Club of Ottawa Incorporated

O. Reg. 400/67, s. 16; O. Reg. 173/68, s. 4; O. Reg. 348/68, s. 1; O. Reg. 220/69, s. 1; O. Reg. 315/69, s. 1; O. Reg. 152/70, s. 1; O. Reg. 190/70, s. 1; O. Reg. 485/70, s. 4.

**Schedule 2**

1. Armagh, 927 Meadow Wood Road, Clarkson
2. Bethel Home, 3762 Sheppard Avenue East, Scarborough
3. Bethesda Home, 54 Riverview Avenue, London
4. Faith Haven, 461 Crawford Street, Windsor
5. Grace Haven, 245 James Street South, Hamilton
6. Humewood House, 40 Humewood Drive, Toronto
7. The Lakehead Florence Booth Home, 497A Lillie Street, Fort William
8. Rosalie Hall, 3020 Lawrence Ave. E., Scarborough
9. St. Mary's Home, P.O. Box 26, Builder's Street, Ottawa
10. St. Monica House, 231 Herbert Street, Waterloo
11. Sundale Manor, 140 Park Avenue East, Chatham
12. The Salvation Army Bethany Home, 450 Pape Avenue, Toronto
13. The Salvation Army Bethany Home, 1140 Wellington Street, Ottawa
14. Victor Home, 1102 Broadview Avenue, Toronto

O. Reg. 297/64, Sched. 2; O. Reg. 156/65, s. 2; O. Reg. 255/67, s. 2; O. Reg. 348/68, s. 2; O. Reg. 315/69, s. 1; O. Reg. 152/70, s. 2.

**Schedule 3**

1. Aged Women's Home, Sanatorium Road, Hamilton
2. Albright Manor, Beamsville
3. Alexander Hall, 230 Strabane Avenue, Windsor
4. Anson House, 36 Anson Street, Peterborough
5. Beattie Haven, Home for the Aged, Wardsville
6. Bellwoods Park House, 300 Shaw Street, Toronto
7. Bethany Lodge, 2nd Street, Unionville
8. Blue Water Rest Home, Zurich
9. Bronson Home, 81 Bronson Avenue, Ottawa

10. Cambrian Hall (C.N.I.B.), 303 York Street, Sudbury
11. Carefree Lodge, 306 Finch Avenue East, Willowdale
12. Carmel Heights, Springbank Road and Dundas Highway, Erindale
13. Centres d'Accueil Champlain, 275 Perrier Street, Ottawa
14. Church Home for the Aged, 87 Bellevue Avenue, Toronto
15. Clarkewood, 929 Bayview Avenue, Toronto
16. Cumberland Hall, 499 North Cumberland Street, Thunder Bay
17. Edgewood Hall, 1686 Main Street West, Hamilton
18. The Elliott Home, 170 Metcalfe Street, Guelph
19. Fairhaven House, 123 Isabella Street, Toronto
20. Fairview Mennonite Home, 799 Concession Road, Preston
21. The Florence Nightingale Home, Church Street, Agincourt
22. Fred Victor Mission, 147 Queen Street East, Toronto
23. Fulford Home, 280 King Street East, Brockville
24. Grove Park, 234 Cook St., Barrie
25. Hillcrest Lodge, 86 Cedar Street, Orillia
26. The Hillel Lodge, 125 Wurtemberg Street, Ottawa
27. Huronia Hall, 169 Borden Avenue North, Kitchener
28. House of Providence, (St. Joseph's Home for the Aged), 198 Hospital Street, Guelph
29. House of Providence, (Marycrest), Armour Road and St. Luke's Avenue, Peterborough
30. Ina Grafton Gage Home, 2 O'Connor Drive, Toronto
31. Isabel and Arthur Meighen Lodge, 100 Davisville Avenue, Toronto
32. Ivan Franko Home, 35 High Park Gardens, Toronto
33. Ivan Franko Home, 767 Royal York Road, Toronto



34. The I.O.O.F. Home, 93 William Street, Barrie
35. Jewish Home for the Aged, 3560 Bathurst Street, Toronto
36. Julia Greenshields Memorial Home, 282 St. Clair Avenue West, Toronto
37. Laughlen Lodge, 87 Elm Street, Toronto
38. Leamington Mennonite Home, Leamington
39. Letson Hall, 320 McLeod St., Ottawa
40. Linwell Hall, 211 Queenston Street, St. Catharines
41. Marianhill Home for the Aged, 695 McKay Street, Pembroke
42. Marian Villa, 200 College Avenue, London
43. Markhaven, Parkway St., Markham
44. Maxville Manor, Maxville
45. McCormick Home for the Aged, 230 Victoria Street, London
46. Mount Carmel Home, 78 Yates Street, St. Catharines
47. Niagara Ina Grafton Gage Home, 413 Church Road, St. Catharines
48. The Nipponia Home, R.R. 3, Beamsville
49. Northdale Manor, 130 Lakeshore Road, New Liskeard
50. Parkview Home, Stouffville
51. Parkwood Manor, 75 Cardinal Street South, Waterloo
52. The Protestant Home for the Aged, 954 Bank Street, Ottawa
53. Providence Manor, 115 Ordnance Street, Kingston
54. Providence Villa, 3276 St. Clair Avenue East, Scarborough
55. Quinte-St. Lawrence Hall, 1052 Union Street West, Kingston
56. Sacred Heart Class of the Good Shepherd Convent, 875 Lawrence Avenue West, Toronto
57. Sacred Heart Villa, Courtland
58. St. Andrew's Residence Chatham, 99 Park Street, Chatham
59. St. Anne's Tower, 661 Dufferin Street, Toronto
60. St. Charles Home, 159 Bruyere Street, Ottawa
61. St. Joseph's Villa, 14 York Street, Cornwall
62. St. Joseph's Villa, Governor's Road, Dundas
63. St. Louis Residence, Orleans
64. St. Patrick's Home, 2865 Riverside Drive, Ottawa
65. The Salvation Army Eventide Home, 255 St. Andrews Street, Galt
66. The Salvation Army Eventide Home, 24 Clark Street West, Guelph
67. The Salvation Army A. R. Goudie Eventide Home, 369 Frederick Street, Kitchener
68. The Salvation Army Eventide Home, 1050 Jepson Street, Niagara Falls
69. The Salvation Army Eventide Home, 248 Dufferin Street, Toronto
70. The Salvation Army Sunset Lodge, 127 Peter Street North, Orillia
71. Shepherd Lodge, Sheppard Avenue, Scarborough
72. Strachan Houses, 790 Queen Street West, Toronto
73. Tabor Manor, 341 Scott Street, St. Catharines
74. Thomas Williams Home, 57 Walnut Street, St. Thomas
75. Thompson House, Donway West and Overland Drive, Don Mills
76. The Toronto Aged Men's and Women's Homes, 43, 51, 53 and 55 Belmont Street, Toronto
77. Tweedsmuir Hall, 96 Ridout Street, London
78. Union Villa, Highway No. 7, Unionville
79. United Mennonite Home for the Aged, Second Street, Vineland
80. Villa Maria, 2856 Riverside Drive West, Windsor
81. Widows' Home of Brantford, 6 Sheridan Street, Brantford
82. Zonta House, 15 Delaware Avenue, Ottawa  
O. Reg. 297/64, Sched. 3; O. Reg. 156/65, s. 3;  
O. Reg. 307/65, s. 2; O. Reg. 177/66, s. 2;  
O. Reg. 255/67, s. 3; O. Reg. 400/67, s. 17;  
O. Reg. 173/68, s. 5; O. Reg. 348/68, s. 3;

O. Reg. 315/69, s. 2; O. Reg. 152/70, s. 3;  
O. Reg. 314/70, s. 1; O. Reg. 485/70, s. 5.

Schedule 4

- 1. Beverley Lodge, 63 Bellwoods Avenue, Toronto
- 2. Beverley Lodge, 69 Beaty Avenue, Toronto
- 3. Elizabeth Fry House, 215 Wellesley Street East, Toronto
- 4. Hamilton Wesley House, 401-403 King Street West, Hamilton
- 5. Harbour Light Mission, 160 Jarvis Street, Toronto
- 6. The Harold King Farm, Keswick
- 7. The Homestead, 78 Admiral Road, Toronto
- 8. Ingles House, 344 Dundas Street West, Toronto
- 9. The Inn of Windsor, 1687 Wyandotte Street East, Windsor
- 10. May Court Convalescent House, 114 Cameron Avenue, Ottawa
- 11. Sancta Maria House, 102 Bernard Avenue, Toronto
- 12. St. Leonard's House, Highway No. 7, Bramalea

- 13. St. Leonard's House, 430 William St., London
- 14. St. Leonard's House, 63 Bellwoods Avenue, Toronto
- 15. St. Leonard's House, 491 Victoria Avenue, Windsor
- 16. Teen Challenge, 650 Broadview Avenue, Toronto  
O. Reg. 173/68, s. 6; O. Reg. 220/69, s. 2;  
O. Reg. 190/70, s. 3; O. Reg. 314/70, s. 2;  
O. Reg. 485/70, s. 6.

Schedule 5

- 1. Fred Victor Mission, 147 Queen Street East, Toronto
- 2. Good Shepherd Refuge, 412 Queen Street East, Toronto
- 3. London Rescue Mission, 459 York Street, London
- 4. Salvation Army Men's Social Service Centre, 657 King Street East, Kitchener
- 5. Salvation Army Rehabilitation Hostel, 516 Richmond Street West, Toronto. O. Reg. 297/64, Sched. 6; O. Reg. 349/66, s. 3; O. Reg. 152/70, s. 4.

Form 1

The Charitable Institutions Act

APPLICATION FOR GRANT UNDER SECTION 5(a) OR 6 OF THE ACT

(Check (✓) where applicable)

1. The .....  
(name of corporation)

.....  
(address)

incorporated under Part III of *The Corporations Act* on....., 19....  
(date)

hereby applies for a grant under,

☐ Section 5(a) ☐ Section 6

of the Act, in respect of,

Under Section 5(a)

Under Section 6

- ☐ the erection of a new building
- ☐ the acquisition of a building
- ☐ the erection of an addition to an existing building

used or to be used as a charitable institution,

(a) known or to be known as:

.....  
(name of institution)

(b) situated or to be situated at:

.....  
(address)

(c) consisting or to consist of.....building(s); and

(d) having or to have a total bed capacity of.....beds.

2. The estimated capital cost of the charitable institution is as follows:

(a) ☐ for the erection of the new building or addition,

or

☐ for the acquisition of the building

(b) for land, where applicable.....\$.....

(c) for furnishings and equipment \$.....

TOTAL CAPITAL COST \$.....

3. The Corporation intends to finance this cost in the following manner:

(a) from funds of the Corporation.....\$.....

(b) Provincial grant:

*Under Section 5(a)*

☐ \$5,000 per bed or the capital cost, whichever is the lesser;

or

*Under Section 6*

☐ \$1,200 per bed or the capital cost, whichever is the lesser.

(c) TOTAL CAPITAL COST.....\$.....

4. The Corporation expects that the building will be ready for use as a charitable institution and occupancy on or about the.....day of....., 19....

Dated at....., this.....day of....., 19....

.....  
(signature of authorized officer of corporation)

.....  
(signature of authorized officer of corporation)



Form 2

The Charitable Institutions Act

APPLICATION FOR PAYMENT OF GRANT UNDER SECTION 5(a) OR 6 OF THE ACT

(Check (✓) where applicable)

1. The .....  
(name of corporation)  
.....  
(address)

hereby applies for payment of a grant under section 5(a) or 6 of *The Charitable Institutions Act* in the amount of,

\$

in accordance with the amount determined in,

- ☐ Schedule A (section 5(a) )  
☐ Schedule B (section 6)
- | to this Form

2. The name and address of the charitable institution is as follows:

.....  
(name of institution)  
.....  
(address)

3. The charitable institution,

- (a) consists or will consist of .....building(s);
- (b) has or will have a total bed capacity of .....beds; and
- (c) was or will be ready for use as a charitable institution and occupancy on ..... 19....  
(date)

4. Application for the above grant was made in Form 1 on ..... 19....  
(date)

5. The information in Schedule A or B to this Form is true and correct.

Dated at ..... this ..... day of ..... 19....

.....  
(signature of authorized officer of corporation)

.....  
(signature of authorized officer of corporation)

Schedule A

GRANT UNDER SECTION 5(a) OF THE ACT

(Check (✓) where applicable)

1. Total bed capacity of ☐ new building  
☐ addition .....beds.
2. ....beds @ \$5,000 per bed.....\$.....
3. ☐ Estimated Cost      OR      ☐ Actual Cost:
- (a) for construction.....\$.....
- (b) for land.....\$.....
- (c) for furnishings and equipment.....\$.....
4. Total amount of Provincial grant—the lesser of items 2 and 3.....\$.....
5. Payment applied for in this application:
- (a) ☐ an amount not exceeding \$1,666 per bed or one-third of item 4 where new building or addition is at least one-third complete.....\$.....
- (b) ☐ a further amount not exceeding \$1,666 per bed or one-third of item 4 where new building or addition is at least two-thirds complete.....\$.....
- (c) ☐ the balance of item 4 where new building or addition is complete and ready for use and occupancy and payments have been made under clauses *a* and *b*.....\$.....
- (d) ☐ total amount of Provincial grant—item 4—where new building or addition is complete and ready for use and occupancy and no payments have been made under clauses *a* and *b*.....\$.....

NOTES:

1. Where application for payment is made under clause *a* or *b* of item 5 of Schedule A, the application shall be accompanied by the certificate of an architect or professional engineer in Form 3.
2. Where application for payment is made under clause *c* or *d* of item 5 of Schedule A, the application shall be accompanied by,
- (a) the report of an authorized officer of the board stating that the total of the unpaid accounts applicable to the erection or addition does not exceed the amount of the grant remaining to be paid, that the amount of the grant remaining to be paid will be applied first in repayment of such unpaid accounts and, where applicable, that all refundable sales tax has been taken into account; and
- (b) the certificate of an architect or professional engineer in Form 3.

Schedule B

GRANT UNDER SECTION 6 OF THE ACT

1. Total bed capacity of acquired building .....beds.

2. ....beds @ \$1,200 per bed..... \$.....

3. Actual cost of the building ..... \$.....

4. Payment applied for—the lesser of items 2 and 3.....  
\$

NOTE: Where application for payment is made under item 4 of Schedule B, the application shall be accompanied by,

(a) the report of an authorized officer of the board stating that the total of the unpaid accounts applicable to the acquisition does not exceed the amount of the grant remaining to be paid, that the amount of the grant remaining to be paid will be applied first in repayment of such unpaid accounts, and, where applicable, that all refundable sales tax has been taken into account; and

(b) the certificate of an architect or professional engineer in Form 3. O. Reg. 297/64, Form 2; O. Reg. 400/67, s. 19; O. Reg. 485/70, s. 7.

Form 3

The Charitable Institutions Act

CERTIFICATE OF ARCHITECT OR PROFESSIONAL ENGINEER

(Check (✓) where applicable)

I,....., a member in good standing of the:  
(full name)

- ☐ Ontario Association of Architects
- ☐ Association of Professional Engineers of the Province of Ontario

hereby certify:

1. THAT I have personally and carefully inspected the,

☐ new building being erected or erected; or

☐ addition to an existing building being erected or erected; or

☐ building acquired

by.....  
(name of corporation)  
.....  
(address)

for use as a charitable institution.

2. THAT the charitable institution:

(a) is situated at .....  
(address)



- (b) will consist or consists of ..... building(s);
- (c) will have or has a total bed capacity of ..... beds;
- (d) ☐ is a new building or an addition being erected and is at least one-third completed as of the date of the application of the corporation in Form 2; or  
☐ is a new building or an addition being erected and is at least two-thirds completed as of the date of the application of the corporation in Form 2; or  
☐ is a new building or an addition erected and completed and is ready for use and occupancy; or  
☐ is an acquired building and is ready for use and occupancy.

3. THAT to the best of my knowledge, information and belief,

(a) the building conforms to:

- ☐ the plans and specifications,
- ☐ the structural sketch,

copies of which the authorized officers of the Corporation inform me were filed with the Minister and subsequently approved by him; and

(b) the capital cost of the building is as follows:

- (i) ☐ for the erection of the new building or addition; or  
☐ for the acquisition of the building
- (ii) for land, where applicable.....\$.....
- (iii) for furnishings and equipment.....\$.....
- (iv) TOTAL CAPITAL COST.....\$.....

Dated at....., this.....day of....., 19....

(signature)

(address of professional office)

O. Reg. 297/64, Form 3; O. Reg. 400/67, s. 20.

Form 4

*The Charitable Institutions Act*

APPLICATION FOR MONTHLY PAYMENT OF PROVINCIAL SUBSIDY UNDER  
SECTION 7 OF THE ACT

For the month of....., 19....

Name of charitable institution.....

Address:.....

Name of corporation operating charitable institution:.....

PART 1. STATISTICAL

	Number of Resident Days		Revenue		
	Number of Residents Current Month	Current Month	Current Year to Date	Current Year to Date	
	(1)	(2)	(3)	(4)	(5)
1. Totals . . . . .					
2. Residents,					
(a) whose cost of care and maintenance is the full responsibility of,					
(i) a Children's Aid Society under <i>The Child Welfare Act</i> , or . . . . .					
(ii) another public agency . . . . .					
(b) who are paying, or having paid on their behalf, the lesser of,					
(i) \$9 per day, or . . . . .					
(ii) the cost of care and maintenance . .					
3. Subtotal—item 2 . . . . .					
4. Residents for the purpose of the Provincial subsidy (deduct 3 from 1) . . . . .				\$	\$

PART II. COST OF CARE AND MAINTENANCE

5. Cost of care and maintenance:

.....

(number of resident days recorded in column 2 of item 4)

×

.....

(average daily cost of care and maintenance) (see note)

= \$.....

PART III. COMPUTATION OF PROVINCIAL SUBSIDY

6. 80% of cost of providing care and maintenance (item 5 × 8/10)..... \$.....
7. Deduct:
- (a) revenue (column 4 of item 4).....

\$.....
- (b) less: 20% of item 5.....

\$.....
- (c) excess, if any, item 7(a) over item 7(b).....

\$.....

8. Provincial subsidy..... \$.....
9. Adjustment of revenue for prior periods (specify)..... \$.....
10. Provincial payment current month..... \$.....

PART IV. CERTIFICATE

11. We certify that, to the best of our knowledge and belief:
- (a) this application for Provincial subsidy is correct;
- (b) the amounts shown have been calculated in accordance with the regulations; and
- (c) this application is in agreement with the records of the institution.
- .....  
(signature of authorized officer)
- .....  
(signature of authorized officer)
- Date....., 19....

NOTE: Insert the amount shown in item 15 of Form 5 for the immediately preceding quarter-year. (not to exceed \$9). O. Reg. 400/67, s. 21; O. Reg. 348/68, s. 4; O. Reg. 211/70, s. 2.

Form 5

The Charitable Institutions Act

QUARTERLY REPORT OF NET OPERATING EXPENDITURES

For the Three Months Ending....., 19....

- Name of charitable institution:.....
- Address:.....
- Name of corporation operating charitable institution:.....

PART I. NET OPERATING EXPENDITURES

- A Net operating expenditures for the current year to date:
1. Physical and personal needs of residents, including food, medical, clothing, recreational items, dental, pocket money and other needs..... \$.....
2. Education, including teachers' salaries and staff benefits, but not including transportation costs or fees paid to school boards. (institutions in Schedules 2 and 4) ..... \$.....
3. Funeral and burial expenses..... \$.....
4. Salaries, wages and staff benefits. (exclusive of physicians)..... \$.....
5. Consulting or other specialist fees. (other than educational, medical or dental).... \$.....
6. Accommodation, including rent, fuel, utilities, repairs, cleaning supplies, but excluding farm costs..... \$.....
7. Administration, including travel expenses, insurance, office expenses, freight and express..... \$.....
8. Replacement of furnishings and equipment other than farm equipment..... \$.....



9. Other, specify ..... \$.....
10. Subtotal (items 1 to 9, both inclusive) ..... \$.....
11. Deduct: Miscellaneous operating revenues, including bank interest, sales tax  
refunds, and sale of goods or services ..... \$.....
12. Net operating expenditures for the current year to date ..... \$.....

B Net operating expenditures for the current quarter-year:

13. Deduct: Net operating expenditures for the current year to date (item 12 above)  
for immediately preceding quarter-year ..... \$.....
14. Net operating expenditures for the current quarter-year ..... \$.....

PART II. AVERAGE DAILY COST OF CARE AND MAINTENANCE  
DURING THE CURRENT QUARTER-YEAR

15. Cost of care and maintenance the current quarter-year (item 14 above) ..... \$.....(A)
- Total resident days the current quarter-year (aggregate of column 2 of item 1 of  
Form 4 for each month of the current quarter-year) ..... \$.....(B)
- Average daily cost \$.....(A) ÷ .....(B) = .....  
(see note)

PART III. CERTIFICATE

16. We certify that to the best of our knowledge and belief the net expenditures reported in Part I  
and the total days care reported in Part II above are correct and in agreement with the books and  
records of the institution.

.....  
(signature of authorized officer)

.....  
(signature of authorized officer)

Date....., 19....

NOTE: Average daily cost not to exceed \$9 daily per resident when calculating Provincial subsidy in Form 4.  
O. Reg. 400/67, s. 21; O. Reg. 173/68, s. 8; O. Reg. 211/70, s. 3.

Form 6

*The Charitable Institutions Act*

RECORD OF RESIDENTS

For the Year ending December 31st, 19....

Name of Charitable Institution:.....

Address:.....

Name of Corporation:.....

1. Number of Residents:	Males	Females	Totals
i. Number in Institution on January 1st.....			
ii. Number of subsequent admissions during year.....			
iii. TOTALS			
iv. Number discharged during year.....			
v. Number of deaths of residents during year.....			
vi. Number in Institution on December 31st.....			
vii. TOTALS: (to agree with iii above)			

2. Length of Stay of Residents:	Number of Days
i. Total collective days' stay of all residents.....	
ii. Average daily stay of residents.....	

3. Dormitory Capacity for Residents:	Number of Beds
i. Normal bed capacity.....	
ii. Additional or temporary bed capacity.....	
iii. TOTAL NUMBER OF BEDS	

TABLE

Number of Residents according to Maintenance Classification	Paying Residents		Non-Paying Residents			Totals
	Recipients of welfare allowances	Others including recipients O.A.S.	Paid for by:			To agree with item 1, col. 3 of Form
			Province of Ontario	Municipalities	Corporation or other (specify)	
1. BEGINNING OF YEAR:  Number of residents as of January 1st						
2. SUBSEQUENT ADMISSIONS DURING YEAR:  i. New admissions						
ii. Re-admissions						
3. INTERNAL TRANSFERS DURING YEAR:  i. Transferred to						<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
ii. Transferred from						<div><div></div><div></div><div></div><div></div><div></div><div></div></div>

Number of Residents according to Maintenance Classification	Paying Residents		Non-Paying Residents			Totals
	Recipients of welfare allowances	Others including recipients O.A.S.	Paid for by:			To agree with item 1, col. 3 of Form
			Province of Ontario	Municipalities	Corporation or other (specify)	
4. NET TOTALS: Add 1, 2 and 3(i), and subtract 3(ii)						
5. DISCHARGES: Number of residents discharged during year						
6. *DEATHS: Number of deaths of residents during year						
7. END OF YEAR: Number of residents as of December 31st						
8. TOTALS: Add 5, 6 and 7 (to agree with net totals in 4)						

\*Include only deaths occurring in the Institution; do not include deaths occurring in hospital or elsewhere.

Dated at....., this.....day of....., 19....

I certify that this Record is correct.

.....  
(signature of superintendent)

O. Reg. 297/64, Form 6.

Form 7

The Charitable Institutions Act

APPLICATION FOR GRANT UNDER SECTION 5(b) OF THE ACT

(Check (✓) where applicable)

1. The.....  
(name of corporation)

.....  
(address)

incorporated under Part III of *The Corporations Act* on....., 19...., hereby applies for a grant under section 5(b) of the Act in respect of,

☐ the erection of a new building



☐ the erection of an addition to an existing building

used or to be used as a hostel known or to be known as .....  
(name of hostel)

situated or to be situated at .....  
(address)

consisting or to consist of ..... building(s), and having or to have a total bed capacity of .....  
beds.

2. The estimated capital cost of the hostel is as follows:

- i. For the erection of the new building or addition ..... \$.....
- ii. For land, where applicable ..... \$.....
- iii. For furnishings and equipment ..... \$.....
- iv. TOTAL CAPITAL COST ..... \$.....

3. The corporation intends to finance this cost in the following manner:

- i. From funds of the corporation ..... \$.....
- ii. Grant from municipality or municipalities (at least 20% of cost) ..... \$.....
- iii. Provincial grant: \$1,500 per bed or 30% of the capital cost, whichever is the lesser .... \$.....
- iv. TOTAL CAPITAL COST ..... \$.....

4. The corporation expects that the building will be ready for use and occupancy as a hostel on or about  
the ..... day of ..... , 19....

Dated at ..... , this ..... day of ..... , 19....

.....  
(signature of authorized officer of corporation)

.....  
(signature of authorized officer of corporation)

O. Reg. 400/67, s. 21.

**Form 8**

*The Charitable Institutions Act*

**APPLICATION FOR PAYMENT OF GRANT UNDER SECTION 5(b) OF THE ACT**

(Check (✓) where applicable)

1. The .....  
(name of corporation)

.....  
(address)

hereby applies for payment of a grant under section 5(b) of *The Charitable Institutions Act*, in the  
amount of \$..... in accordance with the amount determined in Schedule A to this Form.

2. The name and address of the hostel is as follows:  

.....  
(name of hostel)  
.....  
(address)
3. The hostel,  

(a) consists or will consist of.....building(s);  
(b) has or will have a total bed capacity of.....beds; and  
(c) was or will be ready for use and occupancy as a hostel on ....., 19....  
(date)
4. Application for the above grant was made in Form 7 on ....., 19....  
(date)
5. The information in Schedule A to this Form is true and correct.
- Dated at ....., this.....day of ....., 19....  

.....  
(signature of authorized officer of corporation)  
.....  
(signature of authorized officer of corporation)

Schedule A

GRANT UNDER SECTION 5(b) OF THE ACT

(Check (✓) where applicable)

1. Total bed capacity of 

☐ new building  
☐ addition

 | .....beds.
2. ....beds @ \$1,500 per bed ..... \$.....
3. ☐ Estimated Cost    OR    ☐ Actual Cost:  

(a) for construction ..... \$.....  
(b) for land ..... \$.....  
(c) for furnishings and equipment ..... \$..... \$.....
4. 30 per cent of 

☐ estimated cost  
☐ actual cost

 | ..... \$.....
5. Total amount of Provincial grant—the lesser of items 2 and 4 ..... \$.....
6. Payment applied for in this application:  

(a) ☐ 50% of item 4, where new building is at least 50% completed ..... \$.....  
(b) ☐ 50% of item 4, where new building or addition is completed and ready for use and occupancy ..... \$.....

(c) ☐ total amount of Provincial grant—item 5—where new building or addition is completed and ready for use and occupancy ..... \$.....

NOTES:

- 1. Where application for payment is made under clause *a* of item 6 of Schedule A, the application shall be accompanied by the certificate of an architect or professional engineer in Form 9.
- 2. Where application for payment is made under clause *b* or *c* of item 6 of Schedule A, the application shall be accompanied by,
  - (a) the report of an authorized officer of the board stating,
    - (i) the actual cost of the erection or addition,
    - (ii) that the total of the unpaid accounts applicable to the erection or addition does not exceed the amount of the grant remaining to be paid,
    - (iii) that the amount of the grant remaining to be paid will be applied first in repayment of the unpaid accounts referred to in subclause ii,
    - (iv) that all refundable sales tax has been taken into account, and
    - (v) that an amount equal to at least 20% of the cost of the new building or addition has been paid to the corporation by the council of the municipality in which the new building or addition is situated; and
  - (b) the certificate of an architect or professional engineer in Form 9. O. Reg. 400/67, s. 21; O. Reg. 485/70, s. 8.

Form 9

*The Charitable Institutions Act*

CERTIFICATE OF ARCHITECT OR PROFESSIONAL ENGINEER  
RESPECTING A HOSTEL

(Check (✓) where applicable)

I, .....  
(full name)

a member in good standing of the:

- ☐ Ontario Association of Architects
- ☐ Association of Professional Engineers of the Province of Ontario

hereby certify:

- 1. THAT I have personally and carefully inspected the,
  - ☐ new building being erected or erected; or
  - ☐ addition to an existing building being erected or erected;

by .....  
(name of corporation)  
.....  
(address)

for use as a hostel.



2. THAT the hostel:

(a) is situated at .....  
(address)

(b) ☐ is a new building or an addition being erected and is at least 50 per cent completed as of the date of the application of the Corporation in Form 2; or

☐ is a new building or an addition, erected and completed, and is ready for use and occupancy.

3. THAT to the best of my knowledge, information and belief,

(a) the building conforms to:

☐ the plans and specifications,

☐ the structural sketch,

copies of which the authorized officers of the Corporation inform me were filed with the Minister and subsequently approved by him; and

(b) the capital cost of the building is as follows:

(i) for the erection of the new building or addition ..... \$.....

(ii) for land, where applicable ..... \$.....

(iii) for furnishings and equipment ..... \$.....

(iv) TOTAL CAPITAL COST ..... \$.....

Dated at ....., this ..... day of ....., 19....

.....  
(signature)

.....  
(address of professional office)

## REGULATION 86

### under The Child Welfare Act

#### GENERAL

#### INTERPRETATION

#### 1. In this Regulation,

- (a) "child in care" means a child in the care of a society in a place other than the home of a parent of the child;
- (b) "recognized school of social work" means,
  - (i) a school of social work that is a member of the National Committee of Canadian Schools of Social Work of the Association of Universities and Colleges of Canada; and
  - (ii) any graduate school of social work outside Canada having, in the opinion of the Minister, a course in social work at least equivalent to a course given at a school referred to in subclause i;
- (c) "social worker" means a person whose duties consist of investigating or supervising the care of children, whether in the care of a society or otherwise, and having the qualifications of a social worker set out in section 10, and includes a social work supervisor. O. Reg. 271/65, s. 1.

#### ESTIMATES AND GRANTS

2.—(1) The estimate of expenditures of a children's aid society prepared under subsection 2 of section 8 of the Act shall be in Form 1. O. Reg. 271/65, s. 2(1).

#### (2) In Form 1,

- (a) the number of children in the care of a society during a year shall be computed as the average for the year of the number of children in the care of the society on the last day of each month in the year; and
- (b) "time units" means the time, measured in units of hours, worked by social workers during the months of January, June and October in a year. O. Reg. 271/65, s. 2(2); O. Reg. 392/66, s. 1(2).

3. For the purposes of subsection 2 of section 8 of the Act, "operating costs" means,

- (a) the cost to a society of providing for the welfare of all the children in care and includes the cost of,
  - (i) maintenance, care and supervision in a boarding home, excluding amounts expended from money received from family allowances funds,
  - (ii) maintenance and operation of a receiving home and the purchase, repair and replacement of its furnishings and equipment,
  - (iii) retaining fees for boarding homes,
  - (iv) clothing,
  - (v) medical, surgical, dental, optical and other health services other than hospitalization and hospital services referred to in subclause vii,
  - (vi) drugs and drug supplies,
  - (vii) premiums for hospital care insurance under *The Hospital Services Commission Act*, expenditures for hospital services that are not insured services under the hospital care insurance plan and expenditures for the hospitalization of and hospital services for children or wards not eligible for coverage under the plan, and
  - (viii) special needs of children or wards, other than those needs provided for from family allowances funds; and
- (b) the costs reasonable and necessary for,
  - (i) salaries paid to social workers and to administrative, supervisory, clerical and maintenance staffs and other persons directly employed by the society,
  - (ii) employer's liability and fidelity insurance,
  - (iii) pensions, staff training and the cost of attending conferences and conventions,
  - (iv) travelling, including mileage allowances, operating and insuring motor

vehicles owned by the society and the cost of their purchase, repair and replacement,

- (v) accommodation, including rent, taxes, light, heat, water, property and public liability insurance and the maintenance of office buildings,
- (vi) general office expenses, including the cost of telephone, telegraph, stationery, office supplies and classified advertising and the purchase, repair and replacement of office furnishings and equipment,
- (vii) professional services,
- (viii) publicity,
- (ix) membership fees of the society in organizations and subscriptions to periodicals connected with the work of the society,
- (x) bank charges and interest on loans, and
- (xi) minor miscellaneous services and supplies. O. Reg. 271/65, s. 3 (1).

4. For the purpose of subsection 3 of section 8 of the Act, the population of territory without municipal organization in an area in the jurisdiction of a society shall be computed in the same ratio to the total population of the municipalities in the area as determined by municipal census referred to in subsection 1 of section 8 of the Act as the population of the territory as determined by the latest census of population taken under the *Statistics Act* (Canada) bears to the total population of the municipalities in the area as determined by the same census. O. Reg. 271/65, s. 4.

5.—(1) The amount payable by a municipality or by Ontario under section 12 of the Act shall be paid in monthly instalments, each instalment to become due on the 5th day of the month for which it is payable, and the first instalment shall be payable in the month of January of the year for which the amount is payable and in each month thereafter until the entire amount has been paid.

(2) The amount of each instalment that becomes due before the estimates of the society have been approved by the Minister under subsection 2 of section 9 of the Act shall be one-twelfth of the total amount payable by the municipality or by Ontario, as the case may be, under section 12 of the Act for the immediately preceding year.

(3) Where the estimates have been approved by the Minister, the amount of each instalment coming

due thereafter shall be one-twelfth of the total amount payable by the municipality or by Ontario, as the case may be, for the year in which the estimates have been approved.

(4) Any difference between the aggregate of the amounts of all the instalments as determined under subsections 2 and 3 due in the year for which the estimates have been approved and the amount payable by the municipality or by Ontario, as the case may be, for that year under section 12 of the Act, shall be adjusted in the instalment due and payable immediately after the Minister's approval has been given. O. Reg. 92/67, s. 3.

6. The amount per day payable by a municipality under section 88 of *The Child Welfare Act*, Statutes of Ontario, 1965, Chapter 14 shall be determined by dividing the aggregate of the totals of columns 5 and 6 of Part V of Form 1, minus the total of column 4 of the said Part, by the product obtained by multiplying the total in column 2 of the said Part by 365. O. Reg. 92/67, s. 3.

7. An application by a municipality for a special grant under subsection 5 of section 12 of the Act shall be made in Form 2. O. Reg. 271/65, s. 5.

8. An application by a municipality or a society for payment under subsection 1 of section 14 of the Act shall be made by the municipality or society in triplicate in Form 3. O. Reg. 271/65, s. 6.

9. An application by a society for payment under subsection 2 or 3 of section 14 of the Act shall be made by the society in triplicate in Form 4. O. Reg. 271/65, s. 7.

10.—(1) Subject to subsection 2, for the purposes of section 13 of the Act and for the purpose of this Regulation, "Indian" means a person who,

(a) is registered as an Indian or is entitled to be registered as an Indian under the *Indian Act* (Canada) and is resident in Ontario on an Indian Reserve, on Crown land or in territory without municipal organization; or

(b) is designated as an Indian with reserve status by the Minister of Indian Affairs and Northern Development of the Government of Canada. O. Reg. 392/66, s. 2.

(2) Where an Indian as defined in subsection 1 commences to reside in a municipality in Ontario he shall continue to be deemed an Indian for the purposes of section 13 of the Act until he has resided in the municipality for a period of twelve consecutive months and thereafter he shall cease to be deemed an Indian for the purposes of section 13 of the Act until he resumes residence in Ontario



on an Indian Reserve, on Crown land or in territory without municipal organization. O. Reg. 392/66, s. 2.

(3) The amount to be paid by Ontario to a children's aid society under section 13 of the Act shall be computed in accordance with Form 1. O. Reg. 392/66, s. 2; O. Reg. 92/67, s. 2 (2).

#### STANDARDS OF SERVICES

11. The local director of a children's aid society shall have attained the age of at least thirty years or otherwise have demonstrated unusual maturity and,

- (a) shall have successfully completed two years of professional education in social work at a recognized school of social work and have had at least three years experience as a social work practitioner in child welfare;
- (b) shall have educational qualifications that together with his experience in social work are, in the opinion of the Minister, suitable for the position; or
- (c) held the appointment of local director on the 1st day of June, 1966. O. Reg. 271/65, s. 8, *revised*.

12. Every children's aid society shall employ adequate supervisory staff for its social workers and a social work supervisor shall have,

- (a) the qualifications of a social worker III, IV or V but shall have had at least three years experience as a social work practitioner in child welfare; or
- (b) such other educational and personal qualifications together with progressive experience in social work practice as, in the opinion of the local director, constitute adequate and suitable preparation for supervisory duties. O. Reg. 271/65, s. 9.

13.—(1) Every children's aid society shall classify its social workers according to the following classifications:

1. Social Work Assistant, being a person who,

- (a) has successfully completed Grade 13 in Ontario or its equivalent as determined by the Minister; or
- (b) was actively engaged as a social worker in a children's aid society for a period of at least one year immediately before the 1st day of January, 1966.

2. Social Worker I, being a person who,

(a) holds a Bachelor of Arts degree from a university in Ontario preferably with a major emphasis in social science, or holds a certificate in welfare from an institution of post-secondary school education in Canada at least equivalent to the course at Ryerson Polytechnical Institute leading to a Certificate in Welfare; or

(b) has such other educational qualifications as the Minister considers equivalent thereto and at least two years of experience in welfare work.

3. Social Worker II, being a person who,

- (a) has successfully completed one year of full-time study in social work at a recognized school of social work and, where the recognized school of social work is outside Canada or the United States of America, has had at least one year of experience as a social worker in Canada; or
- (b) has had at least three years of progressively responsible experience in welfare work in Ontario with the qualifications of a Social Work Assistant or two years of such experience with the qualifications of a Social Worker I.

4. Social Worker III, being a person who,

- (a) has successfully completed a two years course of professional education in social work at a recognized school of social work in Canada or the United States of America;
- (b) has successfully completed one year of full-time study in social work at a recognized school of social work in Canada or the United States of America and, after the study, has had at least two years of experience in social work;
- (c) holds a letter of recognition from the Central Training Council in Child Care of the Home Office Children's Department in Great Britain and, after its issuance, has had at least one year of experience in social work; or

(d) has successfully completed a course of professional education in social work at a recognized school of social work in a country other than Canada or the United States of America and has had at least three years of experience in social work in Canada.

5. Social Worker IV, being a person who,

- (a) has successfully completed a two years course of professional education in social work at a recognized school of social work

in Canada or the United States of America and, after graduation, has had at least three years of experience in child care or family welfare services;

(b) holds a letter of recognition from the Central Training Council in Child Care of the Home Office Children's Department in Great Britain and, after its issuance, has had at least four years of experience in child care or family welfare services; or

(c) has successfully completed a two years course of professional education in social work at a recognized school of social work outside Canada or the United States of America and, after graduation, has had at least five years of experience in child care or family welfare services.

6. Social Worker V, being a person who,

(a) has successfully completed a two years course of professional education in social work at a recognized school of social work in Canada or the United States of America and, after graduation, has had at least five years of experience in social work of which at least two have been in child care or family welfare services;

(b) holds a letter of recognition from the Central Training Council in Child Care of the Home Office Children's Department in Great Britain and, after its issuance, has had at least six years of experience in social work of which at least two have been in child care or family welfare services; or

(c) has successfully completed a two years course of professional education in social work at a recognized school of social work outside Canada or the United States of America and, after graduation, has had at least seven years of experience in social work of which at least three have been in child care or family welfare services.

(2) No person shall be classified in a classification under subsection 1 unless, in the opinion of the local director, he is of a character and temperament suited to the work of a social worker. O. Reg. 271/65, s. 10, *revised*.

14.—(1) Every children's aid society shall record any complaint respecting children in need of protection within twenty-four hours of its receipt.

(2) Within twenty-one days after a complaint is recorded, the society shall investigate the complaint and record a report determining whether or not the child is in need of protection and, if so, including a tentative plan for the welfare of the child and the steps taken to implement the plan and, where the child is not taken into protective care, the case shall be

reviewed not later than sixty days after the complaint was recorded. O. Reg. 271/65, s. 12.

15.—(1) Every society shall, within sixty days after the admission of a child to the care of the society, prepare and record a plan for the care, treatment and progress of the child while in the care of the society and shall review and, if necessary, amend the plan every three months thereafter.

(2) Each child's educational progress and social adjustment shall be assessed and recorded annually. O. Reg. 271/65, s. 13.

16.—(1) Every child in care shall be medically and dentally examined as soon as is practicable after the admission of the child to care, and thereafter shall be medically and dentally examined at intervals of not more than one year.

(2) A report of each medical and dental examination shall be recorded and any treatments recommended in the report shall be carried out within the times recommended therein.

(3) Where necessary and available, psychological and psychiatric assessments and treatments shall be provided and recorded for any child in care in accordance with his needs. O. Reg. 271/65, s. 14.

17. Where it is in the best interest of a child in care, the society shall maintain the child's relationship with his family. O. Reg. 271/65, s. 15.

18.—(1) Every child admitted to the care of a society shall be placed in a foster home or in another home in keeping with his needs.

(2) Where practicable, a child shall not be placed in a foster home or other home unless the child has previously visited the home within ten days of the placement.

(3) Every child placed in a foster home or other home shall be visited by a social worker,

(a) within seven days after the child's admission to the home;

(b) at least once within thirty days after the visit referred to in clause a; and

(c) at least once every three months thereafter,

except where the local director otherwise directs. O. Reg. 271/65, s. 16.

19. Within thirty days after a child in care attains the age of fifteen years, the society shall prepare and record a plan for the purpose of achieving the community independence and self-maintenance of the child. O. Reg. 271/65, s. 17.

20. Every society shall,



(a) within thirty days after receiving an application to board or adopt a child, begin an investigation of the application;

(b) interview separately and jointly the male and female applicants and assess the consequences of granting the application for other children in the home of the applicants;

(c) record a description of the home and an assessment of its competence and suitability as a foster or adoptive home; and

(d) reassess each foster home at intervals of not less than six months and record the reassessment. O. Reg. 271/65, s. 18, *revised*.

**21.—**(1) A social worker of the society shall explain to an unmarried mother her rights in respect of the putative father and the resources available to her.

(2) Within twenty-one days after the first interview with an unmarried mother, the society shall prepare and record a plan of assistance and the plan shall thereafter be reviewed and, if necessary, amended at intervals of not more than sixty days.

(3) A society shall use its best endeavours to obtain financial assistance from a putative father within fourteen days after the unmarried mother so requests.

(4) Each case of an unmarried mother shall be closed within sixty days after the last significant action and a summary of the case shall be recorded. O. Reg. 271/65, s. 19.

#### PAYMENTS BY PARENT

**22.** The amount that a judge may order a parent to pay to a children's aid society under subsection 1 of section 27 of the Act is \$1.50 for each day the child is in the care of the society. O. Reg. 271/65, s. 20.

#### RECORDS AND RETURNS

**23.** A children's aid society shall file with the Director,

(a) before the 21st day of each month, a statistical report of the immediately preceding month, accurately carried forward and balanced, in Form 5; and

(b) as soon as is practicable, a financial statement audited by a public accountant licensed under *The Public Accountancy Act*. O. Reg. 271/65, s. 21, *part*.

**24.** A certificate under the hand of the municipal clerk or the members of the board, as the case

may be, of the approval of a municipal council under subsection 1 of section 9 of the Act, or of a District Child Welfare Budget Board under subsection 3 of section 10 of the Act, shall be made in Form 6 and shall be forwarded to the society forthwith after the approval has been given. O. Reg. 92/67, s. 5.

#### PROCEDURE AND FORMS

##### Protection and Care of Neglected Children

**25.** An application for an order under section 21 of the Act shall be supported by an affidavit of at least one of the persons authorized under that section to apprehend without warrant a child apparently in need of protection, and the affidavit and the order shall be in Form 7. O. Reg. 271/65, s. 22.

**26.** A warrant issued under section 22 of the Act shall be in Form 8. O. Reg. 271/65, s. 23.

**27.** A summons to a witness under subsection 2 of section 25 of the Act shall be in Form 9. O. Reg. 271/65, s. 24.

**28.** A notice of hearing given under subsection 4 or 5 of section 25 of the Act shall be in Form 10. O. Reg. 271/65, s. 25.

**29.—**(1) An order under subsection 8 of section 25 of the Act shall be in Form 11.

(2) An order under clause *a* of section 26 or subsection 5 of section 27 of the Act shall be in Form 12.

(3) An order under clause *b* of section 26 of the Act or in respect of a ward of a children's aid society under section 27 of the Act shall be in Form 13.

(4) An order under clause *c* of section 26 of the Act or in respect of a Crown ward under section 27 of the Act shall be in Form 14. O. Reg. 271/65, s. 26.

**30.** The judge shall cause to be transmitted a certified copy of each order made in Form 11, 12, 13 or 14 to,

(a) the children's aid society, institution or home that applied for the order; and

(b) each person required by the Act to be given notice of the hearing. O. Reg. 271/65, s. 27; O. Reg. 83/70, s. 1.

**31.** The judge shall cause to be transmitted to the Director a certified copy of each order made under clause *c* of section 26 of the Act or under subsection 1 of section 32 of the Act. O. Reg. 83/70, s. 2.

**32.** An application of a society for an order that subsection 4 of section 37 of the Act does not apply shall be in Form 15. O. Reg. 271/65, s. 28.



Protection of Children Born Out of Wedlock

33. An agreement to which a children's aid society is a party under subsection 1 of section 50 of the Act shall be in Form 16. O. Reg. 271/65, s. 29.
34. An application for an affiliation order shall be in Form 17 and shall be supported by an affidavit of the applicant in the form endorsed thereon. O. Reg. 271/65, s. 30.
35. Where an application for an order to enforce an agreement is made under subsection 5 of section 50 of the Act, a statement of arrears under an agreement referred to in that section shall be filed with the court in Form 18. O. Reg. 271/65, s. 31.
36. The approval of the society under clause *d* of section 51 of the Act shall be in Form 19. O. Reg. 271/65, s. 32.
37. A summons under section 54 of the Act shall be in Form 20. O. Reg. 271/65, s. 33.
38. An appointment to hear an application for an affiliation order and notice of the appointment shall be in Form 21. O. Reg. 271/65, s. 34.
39. An affiliation order under section 58 or 59 of the Act or an order under section 63 of the Act to vary or rescind an order for payment shall be in Form 22. O. Reg. 271/65, s. 35.
- 40.—(1) An order granting leave to reopen an application for an affiliation order under section 62 of the Act shall be in Form 23.

(2) The order shall be served in the same manner as for an original application. O. Reg. 271/65, s. 36.

Adoption

41. An application for an adoption order shall be in Form 24 and shall be supported by an affidavit of the applicant or applicants, as the case may be, in the form endorsed thereon. O. Reg. 271/65, s. 37.
- 42.—(1) The consent of the Director under subsection 3 of section 73 of the Act to the adoption of a child who is a Crown ward shall be in Form 25 and the affidavit of execution shall be in the form endorsed thereon.

(2) Where a child who is not a Crown ward has been placed for adoption, the consent of every person who is required under the Act to consent to the adoption of the child shall be in Form 26, and the signature of the person consenting shall be witnessed by an officer of a children's aid society authorized for the purpose and the affidavit of execution shall be in the form endorsed thereon. O. Reg. 83/70, s. 3.

43. A certificate of the Director or local director under section 75 of the Act and the approval of the Director under section 81 of the Act shall be in Form 27. O. Reg. 271/65, s. 39.

44.—(1) An order for adoption shall be in Form 28.

(2) An interim custody order shall be in Form 29. O. Reg. 271/65, s. 40.

45. Where designation of the child to be adopted is made in the form for a notice of intention to adopt a Crown ward, an application for adoption, an adoption order or an interim custody order, there may be substituted for his preadoption surname following his full given name or names, his birth registration number immediately preceded by the first letter of his preadoption surname. O. Reg. 409/70, s. 1.

46. The fees payable on proceedings under Part IV of the Act, unless waived by the judge, are,

- (a) for filing an application for adoption . . . \$5
- (b) for entering an adoption order . . . . .3  
O. Reg. 271/65, s. 41.

47. Registration of the placement of a child with another person on the understanding that the other person will adopt the child shall be in Form 30. O. Reg. 271/65, s. 42.

48. A notice of intention to adopt a Crown ward under section 32 of the Act shall be in Form 31 and shall be given to the children's aid society having care of the child by delivering it to the local director of the society or to the society officer who witnesses the signature of the person giving the notice. O. Reg. 83/70, s. 4.

Form 1

The Child Welfare Act  
ESTIMATE OF EXPENDITURES

To: The Honourable the Minister of Social and Family Services

and.....,

and.....

The.....presents  
(name of society)

herewith its actual expenditures for the year 19...with comparative estimates for that year and its estimate of expenditures for 19...which may be summarized as follows:

A.

Expenditures for Payment by Ontario  
and Municipalities

	19....		19....
	Estimate	Actual	Estimate
	Column 1	Column 2	Column 3
(a) Direct Cost of Services for Children in Care (Part I).....	\$	\$	\$
(b) Other Specific Services (Part II).....			
(c) Administration (Part III).....			
(d) TOTALS (a+b+c).....	\$	\$	\$

B. The above totals are supplemented and supported for purposes of analysis and of proration and allocation of costs in accordance with the provisions of *The Child Welfare Act* by,

- (a) Part IV—Proration and division of costs for determination of payments by Ontario and Municipalities
- (b) Part V—Determination of municipalities and unorganized territory share of Adjusted Operating Costs
- (c) Part VI—Statistical and Program Information,
- which indicate the amounts payable in 19....as follows:

C.

Amounts Payable in 19....

	Province	Municipality(s)	Total
(a) Estimate of Expenditures for 19.....(preceding year).....	\$	\$	\$
(b) Apply actual expenditures for 19.....(preceding year).....			

(c) Increase (Decrease) in amount payable in 19.....	\$	\$	\$
(d) Estimates of Expenditures for 19.....(current year).....			
(e) Amounts payable in 19.....(current year).....	\$	\$	\$
	.....%	.....%	100%

On behalf of the society, the undersigned hereby certify that:

- (a) the total expenditures for 19...in the amount of \$.....are as shown by the books and records of the society, subject to audit in accordance with the requirements of *The Corporations Act*; and
- (b) the estimate of expenditures for 19...in the amount of \$.....was approved by resolution of the Board of Directors of the society on the.....day of....., 19....
- Dated at....., this.....day of....., 19....

.....  
(authorized signature)

.....  
(title)

.....  
(authorized signature)

.....  
(title)

PART 1

DIRECT COST OF SERVICES FOR CHILDREN IN CARE

19....		19....	19....
Estimate Column 1	Actual Column 2	Estimate Column 3	(Decrease) Column 4 (optional)

1. Boarding Home Fees (including F.A.\* Supplement)

Total—1			
---------	--	--	--

2. Group Homes (including F.A.\* Supplement)

(a) Fees.....			
(b) Maintenance and Operation**.....			
(c) Repairs and Replacement of Furniture and Equipment.....			
Total—2			



19....	
Estimate Column 1	Column 2

19....	19....
Estimate Column 3	(Decrease) Column 4 (optional)

3. Outside Institutions Fees\*\*

Total—3				
---------	--	--	--	--

4. Own Institutions (including Receiving Home)

(a) Maintenance and Operation**.....				
(b) Repairs and Replacement of Furniture and Equipment.....				
Total—4				

5. Clothing

Total—5				
---------	--	--	--	--

6. Health

(a) Physicians and Surgeons.....				
(b) Dentists.....				
(c) Other Health Services.....				
(d) Health, etc., Supplies.....				
(e) Medical and Hospital Insurance and Hospital Fees.....				
Total—6				

7. Education

(a) School Board Fees.....				
(b) Other Fees.....				
(c) School Supplies.....				
Total—7				

8. Other Needs of Children

(a) Transportation.....				
(b) Other (including F.A.* Supplement) ..				
Total—8				

19....		19....	19....
Estimate Column 1	Column 2	Estimate Column 3	(Decrease) Column 4 (optional)

9. Special Items

(a) Capital.....				
(b) Other.....				
Total—9				

10. TOTAL

Total—10				
----------	--	--	--	--

DEDUCT

11. Miscellaneous Income

(a) Government of Canada—F.A.* Board Only.....				
(b) Government of Canada—F.A.* Other Only.....				
(c) Other (Specify) .....				
Total—11				

12. DIRECT COST OF SERVICES FOR CHILDREN  
IN CARE

(Item 10 less Item 11)				
Total—12				

\*Family Allowance.  
\*\*Do not include Clothing or Medical costs here. Include these in Items 5 and 6.

PART II

COST OF OTHER SPECIFIC SERVICES

19....		19....	19....
Estimate Column 1	Actual Column 2	Estimate Column 3	(Decrease) Column 4 (optional)

Social Workers and Social Work Supervisors:

13. Salaries, Wages and Staff Benefits

(a) Social Workers' Salaries.....				
(b) Social Work Supervisors' Salaries....				
(c) Employer's Liability and Fidelity Insurance.....				
(d) Pensions.....				
(e) Group Life and Medical Insurance...				
(f) Other Staff Benefits.....				
Total—13				

14. Travelling and Subsistence

(a) Operation of Society Cars.....				
(b) Replacement of Society Cars.....				
(c) Mileage Allowances.....				
(d) Other Transportation.....				
(e) Subsistence.....				
Total—14				

15. Other (specify)

Total—15			



19....		19....	19....
Estimate Column 1	Actual Column 2	Estimate Column 3	(Decrease) Column 4 (optional)

16. Special Items

(a) Capital.....			
(b) Other.....			
Total—16			

17. TOTAL

Total—17		
----------	--	--

DEDUCT

18. Miscellaneous Income (specify)

(a) .....		
(b) .....		
(c) .....		
Total—18		

19. OTHER SPECIFIC SERVICES COST  
(Item 17 less Item 18)

Total—19		
----------	--	--

PART III

COST OF ADMINISTRATION

20. Salaries, Wages and Staff Benefits

(a) Administrative Staff Salaries.....		
(b) Clerical Staff Salaries.....		
(c) Other Staff Salaries.....		
(d) Employer's Liability and Fidelity Insurance.....		
(e) Pensions.....		
(f) Group Life and Medical Insurance....		



19....	
Estimate Column 1	Column 2

19....	19....
Estimate Column 3	(Decrease) Column 4 (optional)

24. Miscellaneous

- (a) Professional Fees.....
- (b) Publicity and Annual General Meeting.....
- (c) Membership Fees.....
- (d) Bank and Interest Charges.....
- (e) Sundry.....

Total—24



25. Special Items

- (a) Capital.....
- (b) Other.....

Total—25



26. TOTAL

Total—26

--	--

--	--

DEDUCT

27. Miscellaneous Income (specify)

- (a) .....
- (b) .....
- (c) .....

Total—27



28. AMINISTRATIONS COSTS  
(Item 26 less Item 27)

Total—28

--	--

--	--



PART IV  
PROBATION AND DIVISION OF COSTS FOR DETERMINATION OF PAYMENTS BY ONTARIO AND MUNICIPALITIES

	19.... Expenditures				19.... Estimated Expenditures				
	Estimated			Total	Actual		Total	Ontario	Municipality
	Total	Ontario	Municipality		Ontario	Municipality			
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
SERVICES FOR CHILDREN IN CARE									
29. Total Cost of Direct Services per Part I, item 12									
30. Add: proportion of Other Specific Services Costs (note i).....									
31. Sub-total (item 29 plus item 30).....									
32. Add: proportion of administration costs (note ii).....									
33. Sub-total (item 31 plus item 32).....									
34. TOTAL ADJUSTED OPERATING COSTS OF SERVICE FOR CHILDREN IN CARE (item 33).									
35. —Indian children (note iii).....									
36. —Children of unmarried mothers (note iv).									
37. Sub-total (item 34 less item 35 and less item 36).....									
38. Less: Ontario share 40% of item 37.....									
39. Balance referable to municipalities and to Ontario re Unorganized Territory (note v).									
40. Totals, Cost of Services for Children in Care (items 35 + 36 + 38 + 39).....									



51. PART V  
DETERMINATION OF MUNICIPALITIES AND UNORGANIZED TERRITORY SHARE OF ADJUSTED OPERATING COSTS

	CHILDREN IN CARE SERVICE				OTHER SERVICES				TOTAL SHARE PAYABLE IN 19..			
	Other Children in Care*								Adjustment for 19.. Sec. 8 (5) of the Act Col. (5-4) + (9-8)	Share of 19.. Estimate Col. 6 + 10	Total Col. 11 + 12	
			Share		Population		Share					
	19....	19....	19....	19....	19....	19....	19....					
								Actual Number				%
Municipality/ Unorganized Territory	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Column 11	Column 12	Column 13
Total Municipalities												
Unorganized Territory												
Total	100%					100%						



PART VI

STATISTICAL AND PROGRAM INFORMATION

19....		19....
Estimate	Actual	Estimate

52. SERVICES TO CHILDREN IN CARE

(a) *Numbers of Children in Care*

—Indian.....			
—Unmarried Mothers.....			
—Other.....			
Total.....			

(b) *Days Care*

—Indian.....			
—Other.....			
Total.....			

53. TIME UNITS

(a) *Child Care*

—Indian.....			
—Other.....			
Total.....			

(b) *Other Services*

—Indian.....			
—Other.....			
Total.....			
TOTAL TIME UNITS.....			

19....		19....
Estimate	Actual	Estimate

54. SPECIFIC SERVICE STAFF COMPLEMENT

—Social Workers.....			
—Social Work Supervisors.....			
Total.....			

55. CLERICAL STAFF COMPLEMENT.....

--	--	--

56. SPECIAL ITEMS: Specify items included on items 9, 16 and 25.

.....

.....

.....

.....

Where space provided is not sufficient, attach supplementary sheets, properly identified, containing full information.

57. PROGRAM CHANGES:

Briefly explain significant planned changes in present program and indicate financial effect.

Financial Effect
Change in 19.... Estimate as compared to 19....
.....*
Increase (Decrease)

Where space provided is not sufficient, attach supplementary sheets, properly identified, containing full information.

\*Insert word "actual" or "estimate", depending on the method of comparison made in column 4, Parts I, II or III.

NOTES

Societies are requested to submit the figures used in their calculations to facilitate arithmetical check by the Branch

	19.... Actual	19.... Estimates
(i) Item 30 = $\frac{\text{Child Care Time Units}}{\text{Total Time Units}} \times \text{Item 19} \dots\dots\dots$	$\frac{\$}{\phantom{\$}} \times \phantom{\$}$	$\frac{\$}{\phantom{\$}} \times \phantom{\$}$
(ii) Item 32 = $\frac{\text{Item 31}}{\text{Item 12 plus Item 19}} \times \text{Item 28} \dots\dots\dots$	$\frac{\$}{\$ + \$} \times \phantom{\$}$	$\frac{\$}{\$ + \$} \times \phantom{\$}$
(iii) Item 35 = $\frac{\text{Days service to Indian Children in Care}}{\text{Total days service to Children in Care}} \times \text{Item 34} \dots\dots\dots$	$\frac{\$}{\phantom{\$}} \times \phantom{\$}$	$\frac{\$}{\phantom{\$}} \times \phantom{\$}$
(iv) Item 36 = $\frac{\text{Unmarried Mothers' Children in Care}}{\text{Total Children in Care}} \times \text{Item 34} \dots\dots\dots$	$\frac{\$}{\phantom{\$}} \times \phantom{\$}$	$\frac{\$}{\phantom{\$}} \times \phantom{\$}$
(v) Item 39 = Ontario's share re Unorganized Territory is  $\frac{\text{Unorganized Territory Children in Care}}{\text{Total Children in Care, excluding Indian Children and Children of Unmarried Mothers}} \times \text{Item 39} \dots\dots\dots$	$\frac{\$}{\phantom{\$}} \times \phantom{\$}$	$\frac{\$}{\phantom{\$}} \times \phantom{\$}$
(vi) Item 44 = $\frac{\text{Time Units Spent on Other Services for Indians}}{\text{Total Time Units Spent on Other Services for all persons}} \times \phantom{\$}$	$\frac{\$}{\phantom{\$}} \times \phantom{\$}$	$\frac{\$}{\phantom{\$}} \times \phantom{\$}$
(vii) Item 47 = Ontario's share re Unorganized Territory is  $\frac{\text{Unorganized Territory Population}}{\text{Total Population}} \times \text{Item 47} \dots\dots\dots$	$\frac{\$}{\phantom{\$}} \times \phantom{\$}$	$\frac{\$}{\phantom{\$}} \times \phantom{\$}$

O. Reg. 92/67, s. 6.

Form 2

*The Child Welfare Act*

APPLICATION FOR SPECIAL GRANT  
UNDER SUBSECTION 5 OF SECTION 12 OF THE ACT

TO HIS HONOUR THE LIEUTENANT GOVERNOR IN COUNCIL:

The.....applies for a special grant of \$....., under  
(name of municipality)  
subsection 5 of section 12 of *The Child Welfare Act* to relieve in.....the  
(whole) or (part)  
municipality that was unduly burdened in the year 19.....by reason of its liabilities under Part I  
of the Act.



The municipality was unduly burdened, in the following respects, for the following reasons:

Dated at.....

this.....day of....., 19.....

(signature of authorized officer)

(name of municipality)

O. Reg. 271/65, Form 2.

## Form 3

### *The Child Welfare Act*

APPLICATION FOR CAPITAL GRANT  
UNDER SUBSECTION 1 OF SECTION 14 OF THE ACT

(Check (✓) where applicable)

The.....  
(name of municipality or society)

(address)

applies for a capital grant of \$

being an amount up to 25% of:

1. ☐ the value of the building and the land on which it is erected, where the whole building is occupied by the society; or
2. ☐ the proportion of the value of the building that the floor space occupied by the society bears to the total floor space of the building, where part of the building is occupied by the society:

The building is located at.....

and prior approval was obtained in writing from the Minister of Social and Family Services on.....

The details, for the purposes of item 1 or 2 above, are as follows:

Date.....

(signature of architect, where applicable)

.....  
I certify that this statement is true and correct.

Dated at.....  
this.....day of.....  
19.....  

(signature of municipal clerk  
or local director)

(signature of authorized officer  
of municipality or society)

  
O. Reg. 271/65, Form 3.

**Form 4**  
*The Child Welfare Act*  
**APPLICATION FOR CAPITAL GRANT UNDER  
SUBSECTION 2 OR 3 OF SECTION 14 OF THE ACT**

(Check (✓) where applicable)

The.....  
(name of society, or joint committee established under section 17 of the Act)  
.....  
(address)

applies for a capital grant of \$  , under:

1. ☐ subsection 2 of section 14 of the Act, being an amount equal to the capital cost of the.....,  
(new building or addition)  
but not exceeding an amount based upon the bed capacity of.....beds, at the rate of \$5,000 per bed;  
(number)  
or

2. ☐ subsection 3 of section 14 of the Act, being an amount equal to the capital cost of acquiring the  
building, but not exceeding an amount based upon the bed capacity of.....beds at the rate of  
(number)  
\$1,200 per bed.

The building is located at....., and prior approval was obtained in writing from the  
Minister of Social and Family Services on....., 19....

The details of the capital cost to the society or the joint committee, for the purposes of item 1 or 2 above,  
are as follows:  
.....  
.....  
.....







AGREEMENTS WITH PUTATIVE FATHERS

	Expenses and a fixed amount	Expenses and Periodic Payments
14. Agreements carried forward from last month (See item 18 of report of last month).....		
15. New agreements during month.....		
16. Total open agreements during month (Total items 14 and 15)		
17. Agreements closed or completed during month.....		
18. Agreements carried forward to next month (Item 16 less item 17).....		

CHILDREN IN CARE DURING MONTH

	COLUMN 1		COLUMN 2		COLUMN 3		COLUMN 4		COLUMN 5	
	Non-Wards		Society Wards		Crown Wards		Total Children in Care		Children of U.M.	
19. Total number carried over from last month (see item 23 of report of last month).....										
20. Admissions.....										
21. Changed in status:	From	To	From	To	From	To	From	To	From	To
(a) Non-wards to Society wards....		□ □ □ □ □ □	□ □ □ □ □ □		□ □ □ □ □ □	□ □ □ □ □ □				
(b) Non-wards to Crown wards.....		□ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □	□ □ □ □ □ □					
(c) Society wards to Crown wards.....	□ □ □ □ □ □	□ □ □ □ □ □		□ □ □ □ □ □	□ □ □ □ □ □					
(d) Society or Crown wards to non-wards	□ □ □ □ □ □			□ □ □ □ □ □		□ □ □ □ □ □				
Totals, (a), (b), (c) and (d).....										
22. Discharges.....										
23. Total number carried forward to next month (total items 19 and 20 less item 22).										

DISCHARGES OF CHILDREN IN CARE DURING MONTH

DISTRIBUTION BY REASON	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
	Non-Wards	Society Wards	Crown Wards	Total Children in Care	Children of U.M.
24. Returned to parent or guardian.....					
25. Commitments terminated under section 32 (1).....					
26. Adopted.....					
27. Wardship terminated at 18 years of age or over.....					
28. Transferred to another society under section 33 (2) of the Act.....					
29. Died.....					
30. Other reasons.....					
31. Total (all columns to agree with item 23).					

CHILDREN ON ADOPTION PROBATION DURING MONTH

	COLUMN 1	COLUMN 2	COLUMN 3
	Placed by Society	Society Supervised	
		Privately Placed	Adopted by a Parent
32. Number carried over from last month (see item 38 of report of last month).....			
33. Placed or notified of registration of placement.....			
34. Total of items 32 and 33.....			
35. Adoption orders completed.....			
36. Number removed from adoption probation homes.....			
37. Total of items 35 and 36.....			
38. Number carried forward to next month (item 34 less item 37, col. 1 agree with item 78, col. 4).....			



FOSTER HOMES

	Occupied	Vacant	Total
39. Number carried over from last month (see item 42 of report of last month).....			
40. Approved during month (add).....			
41. Closed during month (subtract).....			
42. Number carried forward to next month.....			
43. Applications received during month.....			

HOMES FOR ADOPTION

	Total
44. Number carried over from last month (see item 47 of report of last month).....	
45. Approved during month (add).....	
46. Children placed or homes withdrawn during month (subtract).....	
47. Number carried forward to next month.....	
48. Applications received during month.....	

CHILDREN IN CARE DAYS

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
	Non- Wards	Society Wards	Crown Wards	Total Columns 1, 2, 3	Children of Un- married Mothers (U. M.)	Children from Unorg. Terr's less Children of U. M.	Indian Children *
49. Cumulative 12-month total of days at end of last month.....							
50. Total days for this month for this year (add).....							
51. Total days for the corresponding month last year (subtract).....							
52. Cumulative 12-month total of days at end of this month.....							

\*Indian status within the meaning of the *Indian Act* (Canada) and having Reserve status

Date..... I certify that this report is correct.

.....  
(signature of local director)

PART II

(use with June and December Reports only)

BY AGE GROUPS

CHILDREN IN CARE  
DISTRIBUTION ON THE LAST DAY OF THE MONTH

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
	Non-Wards	Society Wards	Crown Wards	Total Children in Care	Children of Unmarried Mothers
53. Under 1 year of age.....					
54. 1 to 2 years of age.....					
55. 3 to 4 years of age.....					
56. 5 to 6 years of age.....					
57. 7 to 9 years of age.....					
58. 10 to 12 years of age.....					
59. 13 to 15 years of age.....					
60. 16 to 17 years of age.....					
61. 18 years of age and over.....					
62. Total (to agree with item 23).....					

BY SEX

63. Male.....					
64. Female.....					
65. Total (to agree with item 23).....					

BY RELIGION

66. Catholic.....					
67. Protestant.....					
68. Other.....					
69. Total (to agree with item 23).....					

BY RACE

70. White.....					
71. Negro.....					
72. Oriental.....					
73. Indian.....					
74. Other.....					
75. Total (to agree with item 23).....					

BY TYPE OF LOCATION

76. In a receiving home or own institution.....					
77. In a group home.....					
78. In an adoption probation home....		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
79. In a foster home.....					
80. In a free home.....					
81. In a paid institution.....					
82. In an Ontario Hospital.....					
83. In the home of a parent or parents.					
84. Elsewhere.....					
85. Total (to agree with item 23).....					



PERSONNEL \*

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
	Social Worker	Social Work Super- visor	Admin- istra- tion	Insti- tutional	Clerical	Other	Total
86. Number carried over from previous report (see item 89 of previous report)							
87. Number commenced during period..							
88. Number terminated during period..							
89. Number carried forward to next report (Total items 86 and 87 less item 88).....							
90. Vacancies at end of month.....							
91. Approved establishment (Total items 89 and 90).....							

\* Whole-time equivalent. Do not include temporary or relief staff in this section.

DISTRIBUTION BY CLASSIFICATION OF SOCIAL WORKERS AND SOCIAL WORK SUPERVISORS EMPLOYED ON THE LAST DAY OF THE MONTH\*

	Social Work Assistant	SOCIAL WORKER					Total
		I	II	III	IV	V	
92. Social Workers.....							
93. Social Work Supervisors.....	<div>□□□□</div> <div>□□□□</div>	<div>□□□</div> <div>□□□</div>	<div>□□□</div> <div>□□□</div>				
94. TOTAL.....							

\*Whole-time equivalent. Do not include temporary or relief staff in this section.

Date..... I certify that this report is correct.

.....  
(signature of local director)

Form 6

The Child Welfare Act

CERTIFICATE OF APPROVAL OF ESTIMATE OF EXPENDITURES  
FOR THE YEAR 19....

OF THE.....  
(Name of Society)

PART I—FOR COMPLETION BY MUNICIPALITIES:

I hereby certify that the council of the municipality of.....at a meeting duly called and held on the .....day of ....., 19.... approved the Estimate of Expenditures of the society for 19.... (current year) in the amount of \$.....(column 3 of item A (e) of Form 1 as presented on Form 1. In accordance with item C (e) of the said Form 1, the total amounts payable in 19.... (current year) are as follows:

Ontario	Municipality(s)	Total
<u>\$</u>	<u>\$</u>	<u>\$</u>

and the amount payable in 19....(current year) by this municipality is \$.....

Dated at.....,  
this.....day of ....., 19....  
(signature of clerk)

PART II—FOR COMPLETION BY DISTRICT CHILD WELFARE BUDGET BOARDS:

We hereby certify that the District Child Welfare Budget Board of.....  
(District)  
at a meeting duly called and held on the .....day of ....., 19.... approved the Estimate of Expenditures of the society for 19....(current year) in the amount of \$.....(column 3 of item A (e) of Form 1 as presented on Form 1. In accordance with item C (e) of the said Form 1, the total amounts payable in 19.... (current year) are as follows:

Ontario	Municipality(s)	Total
<u>\$</u>	<u>\$</u>	<u>\$</u>

and the amounts payable in 19....(current year) by municipalities which appointed this Board are:

Name of Municipality	Amount	Name of Municipality	Amount
1. ....	\$.....	15. ....	\$.....
2. ....	\$.....	16. ....	\$.....
3. ....	\$.....	17. ....	\$.....
4. ....	\$.....	18. ....	\$.....
5. ....	\$.....	19. ....	\$.....
6. ....	\$.....	20. ....	\$.....
7. ....	\$.....	21. ....	\$.....
8. ....	\$.....	22. ....	\$.....
9. ....	\$.....	23. ....	\$.....
10. ....	\$.....	24. ....	\$.....
11. ....	\$.....	25. ....	\$.....
12. ....	\$.....	26. ....	\$.....
13. ....	\$.....	27. ....	\$.....
14. ....	\$.....	28. ....	\$.....

Dated at....., this.....day of ....., 19....

(signature of Board Member)

(signature of Board Member)

(signature of Board Member)

(signature of Board Member)

(signature of Board Member)

O. Reg. 92/67, s. 6.

Form 7

*The Child Welfare Act*

AFFIDAVIT AND ORDER UNDER  
SECTION 21 OF THE ACT

In the.....  
(name of court)

In the matter of.....  
(name of child)

a child apparently in need of protection.

AFFIDAVIT

I,.....  
(name in full)

of.....  
(address)

make oath and say:

1. I am.....  
(insert which person authorized under section 21 of the Act)  
  
one of the persons authorized under section 21 of *The Child Welfare Act* to take without warrant to a place of safety a child apparently in need of protection.
2. ....is a child apparently in  
(name of child)  
  
need of protection for the reason that.....  
  
.....



3. The child is in the charge of.....  
(name in full)  
who resides at.....  
(address in full)

Sworn before me at the  
.....of.....

in the.....  
(signature of deponent)

of.....

this.....day of

..... 19...

A Commissioner, etc.

## ORDER

Upon the application and affidavit of.....

.....and it appearing that

.....in charge of  
(name of child)

.....is a child apparently in need of protection.

I Order that.....  
(name of person in charge of child)

do produce the child before a judge of this court on

.....day the.....day of....., 19....

at the hour of.....o'clock in the .....noon,

at .....  
(place of hearing)

Dated at.....,

this.....day of .....  
(signature of judge)

....., 19...

O. Reg. 271/65, Form 7.

## Form 8

### *The Child Welfare Act*

WARRANT UNDER SECTION 22 OF THE  
ACT

To.....  
(naming the person)

WHEREAS on information laid before me on oath it appears to me,

(a) that there is reasonable cause to suspect that a child named or described as follows;

(strike out *a* .....  
or *b* if not .....  
applicable, and residing at .....  
and initial) (address)

is in need of protection;

(b) that a child named or described as follows:.....

has been unlawfully removed from  
the care or custody of.....,  
(children's aid society)

or is being unlawfully concealed or harboured.

You are therefore authorized to search for the child

and to enter.....  
(name of the building or place)

and to take him (or her) to and detain him (or her) in a place of safety.\*

Dated at.....,  
this.....day of .....  
....., 19.....

.....  
(signature of justice of  
the peace)

\*Under clause *f* of subsection 1 of section 20 of the Act, "place of safety" means a receiving home or an institution for the care and protection of children, and includes a hospital.

O. Reg. 271/65, Form 8, *amended*.

## Form 9

### *The Child Welfare Act*

SUMMONS TO A WITNESS UNDER  
SUBSECTION 2 OF SECTION 25 OF THE ACT

In the.....  
(name of court)

In the matter of.....  
(name of child)

To.....of.....  
(name) (address)

You are hereby summoned to attend before me at  
this court at:.....  
(place of hearing)

on.....day, the.....day of.....  
19...., at the hour of.....o'clock in the.....  
noon, to give evidence on oath at a hearing to  
determine whether or not.....  
(name of child)

is a child in need of protection, and to produce at  
the same time and place all documents and things  
in your custody or control touching the matters  
in question, including:

Dated at.....,  
this.....day of (signature of judge)  
....., 19...

O. Reg. 271/65, Form 9.

Form 10

The Child Welfare Act

NOTICE OF HEARING

In the.....  
(name of court)

To:

\*The Corporation of the.....  
(name of municipality)

\*The Regional Welfare Administrator of the  
Department of Social and Family Services for  
the District of.....  
(name of district)

AND.....  
(name of parent or custodian)

AND.....  
(any other person required by the Act to be  
given notice)

1. In the matter of.....  
(name(s) of child(ren))

TAKE NOTICE that a hearing to deter-  
mine whether or not the above-  
named child(ren) is (are) in need of  
protection will be held before.....

.....  
(name of judge)

at.....on.....  
(place of hearing)

(Strike out day, the.....day of.....19....,  
and initial at the hour of.....o'clock in the  
1 or 2) .....noon.

2. WHEREAS by an Order of.....  
dated.....day of....., 19....

..... name(s) of was  
..... child (children) were

committed as a ward(s) of the Chil-  
dren's Aid Society of.....  
for a period of.....months, com-  
mencing on the....day of .....,  
19....

TAKE NOTICE that under section 31  
of *The Child Welfare Act* an appli-  
cation will be made by the Society at

.....  
(place of hearing)

on.....day, the.....day of.....,  
19...., at the hour of.....o'clock in  
the.....noon for a further order under  
section 26 of the Act.

Dated at.....,  
this....day of....., (signature of local  
19.... director)  
.....  
(children's aid society)

\*To be sent to the Municipality or the Regional  
Welfare Administrator, as applicable.

PROOF OF SERVICE: I,.....  
Province of Ontario of the.....of.....  
County (District) of in the.....of.....  
(Occupation)  
To Wit: make oath and say:

That I did on the.....day of....., 19...  
personally serve.....  
(name of person or municipality)

with a true copy of this notice by leaving the same  
with.....

SWORN before me at the  
.....of.....  
in the.....of.....  
this.....day of  
....., 19....

A Commissioner, etc.

O. Reg. 271/65, Form 10.

NOTE

To the Parents or Custodians

Hearings under *The Child Welfare Act* are held in the Provincial Court (Family Division). They are not open to the public and the press except with the leave of the judge.

You are, of course, entitled to your own legal advisor at the hearing. If you feel you cannot afford to retain a legal advisor you should apply to the nearest Legal Aid Office to discuss the matter. If you, as the parent or custodian, are not twenty-one years of age, the Court will appoint a guardian *ad litem* to protect your interests at the time of the hearing.

The judge at the hearing may make one of several orders respecting your child, whether or not you are present, namely,

- (a) he may dismiss the application;
- (b) he may adjourn it;
- (c) he may adjourn it and require the children's aid society to supervise the child in your home;

- (d) he may order the child to be made a ward of the society for a temporary period of time not exceeding twelve months and such order may be reviewed from time to time but in no case shall an order be made that results in the child being a ward of the society for a continuous period of more than twenty-four months; or
- (e) he may order the child to be made a ward of the Crown.

The judge *may* order you to pay an amount of \$1.50 per day for part of the cost of maintaining the child in the care of the children's aid society where any of the foregoing orders results in the Society assuming the care of the child.

As an agent of Ontario, the children's aid society having the care of wards assumes the rights and responsibilities of a legal guardian for any child who becomes a ward by an order of the Court. The Society may place a Crown ward on adoption.

Any order of the judge made at the hearing may be appealed to a county or district court judge within thirty days of the making of the order. At the appeal hearing new evidence may be presented and further points of law raised.

In the event that your child has been made a Crown ward and you, at some future time, wish the child returned because of changes in your circumstances or for other reasons, you should ask your local children's aid society if it will apply to the Court for termination of the Crown wardship and the return of the child to you, or you may apply yourself to the Provincial Court (Family Division) for such termination. TERMINATION WILL NOT BE GRANTED IF THIRTY DAYS HAVE EXPIRED FROM THE DATE OF THE ORDER OF CROWN WARDSHIP and the SOCIETY HAS ALREADY PLACED THE CHILD ON ADOPTION.

If you are confused or uncertain about your rights, your child's rights, procedures of the Court, or any other matter related to the hearing, wardship, access to your child or visiting arrangements should he go into the care of the society, discuss it fully before the date of the hearing with your children's aid society, legal advisor or an official of the Court. O. Reg. 83/70, s. 5.

Form 11

*The Child Welfare Act*

ORDER UNDER SUBSECTION 8 OF  
SECTION 25 OF THE ACT

In the.....  
(name of court)



Before..... | ....day, the.....day  
(name of judge) | of ....., 19...

In the matter of.....,  
(name of child)

a child apparently in need of protection.

Child of.....  
(name of parent)

AND in the matter of an application by.....  
(name of society)

I ORDER, the hearing of this matter having been  
adjourned to the....day of....., 19....,  
at.....at.....o'clock in  
(name of place)  
the.....noon, that the child be detained in the  
temporary care and custody of.....  
(name)

.....  
(address)

Statement of the facts upon which this decision is  
based:

.....  
.....  
.....  
.....

.....  
(signature of judge)

O. Reg. 271/65, Form 11.

Form 12

*The Child Welfare Act*

ORDER UNDER SECTION 26 (a) OR  
27 (5) OF THE ACT

In the.....  
(name of court)

Before..... | ....day, the.... day  
(name of judge) | of ....., 19....

In the matter of.....,  
(name of child)

a child apparently in need of protection.

Child of.....  
(name of parent)

And in the matter of an application by.....  
(name of society)

.....

FINDINGS

I find,

(a) that.....is a child in  
(name of child)

need of protection;

(b) that the date of birth of the child is.....;

(c) that the religious faith of the child is.....;

(d) that the location where the child was  
taken into protection is.....

.....

ORDER

I ORDER that this case be adjourned  
Section 26 (a) *sine die* and that the child be placed with  
or returned to.....  
(name of parent or other person)  
on the ....day of....., 19....,  
subject to supervision by the Children's  
Aid Society of.....

Statement of the facts upon which this decision is  
based:

.....  
.....  
.....

.....  
 .....  
 (signature of judge)

### TERMINATION

The above order is terminated.

.....  
 (signature of judge)

Dated at.....,

this.....day of

....., 19...

O Reg. 271/65, Form 12.

### Form 13

*The Child Welfare Act*

#### ORDERS RESPECTING WARDS OF CHILDREN'S AID SOCIETIES

In the.....  
 (name of court)

Before.....  
 (name of judge) | .....day, the....day  
 | of....., 19....

In the matter of.....  
 (name of child)

☐ a child apparently in need of protection.

(check) ☐ a child in need of protection.

☐ a ward of.....  
 (name of society)

Child of.....  
 (name of parent)

And in the matter of an application by.....  
 (name of society)

under,

☐ section 26 (b)

☐ section 27 (2)

(check) ☐ section 27 (5) of the Act.

☐ section 31

### FINDINGS

1. I find,

(a) that.....is a child in  
 (name of child)

need of protection;

(b) that the date of birth of the child  
 is.....;

(c) that the religious faith of the child  
 is.....;

(Strike out

1 or 2

where not

applicable

and initial)

(d) that the location where the child was  
 taken into protection is.....

2. I find,

(a) that.....is a ward of the  
 (name of child)

Children's Aid Society of.....;

(b) that the child has been a ward of that  
 society (or of any other society) for a  
 total continuous period of....months;

(c) that the date of expiration of the last  
 Order committing the child as a ward  
 of a children's aid society is.....  
 (date)

### ORDERS AFFECTING STATUS OF CHILD

(see note 1)

I ORDER,

(a) that the child be made a ward of and  
 committed to the care and custody of  
 section 26 (b) the Children's Aid Society of.....;  
 for a period of.....  
 (not exceeding 12 months)

commencing....., 19....;

(b) that the child be further committed to  
 section 31 the care and custody of the Children's  
 Aid Society of.....for a further

section 26 (b) period of.....from.....,  
(see note 2)  
19...., to....., 19....;  
(c) that the child be returned to.....  
(name of  
.....  
parent or other person and relationship)  
on the.....day of....., 19....

### ORDERS FOR MAINTENANCE OF CHILD

(see note 1)

#### I ORDER,

(a) that.....  
(name of parent)  
do pay to the Children's Aid Society of  
.....  
the sum of \$.....for each day the  
child is in the care of the society, com-  
mencing....., 19....;  
(b) that the Order for payment made  
section 27 (2) against.....  
(name of parent)  
and dated the.....day of.....,  
19.....,  
☐ be varied from \$.....to \$.....  
for each day the child is in the care  
(check) of the society, commencing.....  
....., 19....; or  
☐ be rescinded.

Statement of the facts upon which this (these) deci-  
sion(s) is based:.....  
.....  
.....  
.....

.....  
(signature of judge)

#### NOTE:

1. Strike out all clauses not applicable.
2. Extract from *The Child Welfare Act*,  
31. "...but in no case shall an order be  
made that results in the child being a  
ward of the society for a continuous  
period of more than twenty-four  
months."  
O. Reg. 271/65, Form 13.

### Form 14

#### *The Child Welfare Act*

### ORDERS RESPECTING WARDS OF THE CROWN

In the.....  
(name of court)

Before..... | .....day, the....day  
(name of judge) | of....., 19...

In the matter of.....  
(name of child)

☐ a child apparently in need of pro-  
tection.

(check) ☐ a child in need of protection.

☐ a ward of.....  
(name of society)

Child of.....  
(name of parent)

And in the matter of an application by.....,  
(name of society)

under,

☐ section 26 (c)

☐ section 27 (2)

(check) ☐ section 27 (5) | of the Act.

☐ section 32 (1) or

☐ section 35

### FINDINGS

1. I find,

(a) that.....  
(name of child)



is a child in need of protection;

(b) that the date of birth of the child is

.....;

(c) that the religious faith of the child is

.....;

(d) that the location where the child was

(strike out  
1 or 2 taken into protection is.....

where not  
applic- 2. I find,

able, and (a) that.....  
initial) (name of child)

is a ward of the Children's Aid  
Society of.....;

(b) that the child has been a ward of

that society (or of any other society)

for a total continuous period of

.....months;

(c) that the date of expiration of the

last Order committing the child as a

ward of a children's aid society is

.....  
(date)

ORDERS AFFECTING STATUS OF CHILD

(see note)

I ORDER,

(a) that the child be made a ward of the  
Crown and committed to the care of the

section 26 (c) Children's Aid Society of.....,  
commencing....., 19....;

(b) that the Order made on.....  
(date)

section 32 (1) and that made the child a ward of  
the Crown be terminated;

(c) that, with the approval of the Director  
given on....., the wardship of  
(date)

section  
35

the Crown, in respect of the ward who  
has now attained the age of eighteen  
years, be continued until the ward  
attains the age of twenty-one years.

ORDERS FOR MAINTENANCE OF CHILD

(see note)

I ORDER,

section (a) that.....  
27 (1) (name of parent)

do pay to the Children's Aid Society of

.....the sum of \$.....

for each day the child is in the care of

the society, commencing.....,

19....;

(b) that the Order for payment made  
section against.....  
27 (2) (name of parent)

and dated the .....day of.....

19....,

☐ be varied from \$.....to \$.....

(check) for each day the child is in the  
care of the society, commencing

....., 19....; or

☐ be rescinded.

Statement of the facts upon which this (these) deci-  
sion(s) is (are) based:.....

.....

.....

.....

.....  
(signature of judge)

NOTE: strike out all clauses not applicable.

Form 15

The Child Welfare Act

ORDER TO WAIVE SUBSECTION 4 OF  
SECTION 37 OF THE ACT

In the .....  
(name of court)

Before ..... | .....day, the ...day  
(name of judge) |  
of....., 19.....

In the matter of.....  
(name of child)

And in the matter of the application of.....  
.....  
(the Director of Child Welfare or name of society)

Upon it being shown to me that the Children's  
Aid Society of....., in whose care.....is,  
(name of child)

is unable to place the child in a suitable foster  
home within a reasonable time because of the  
operation of subsections 1 to 4 of section 37 of the  
Act but would be able to place the child in a  
suitable foster home but for the operation of sub-  
sections 1 to 4 of section 37 of the Act, I hereby  
order that subsection 4 of section 37 of the Act does  
not apply to the child in respect of the placement.

.....  
(signature of judge)

O. Reg. 271/65, Form 15.

Form 16

The Child Welfare Act

AGREEMENT

(check)

(a) ☐ to pay expenses and make periodic  
payments

(b) ☐ to pay expenses and maintenance in a  
fixed amount

In the matter of a child born out of wedlock to  
.....  
(name of mother)

on the.....day of....., 19.....

Agreement made this.....day of....., 19....

BETWEEN

The Children's Aid Society of.....  
and  
.....of the.....  
of.....in the.....  
(county, etc. or district)  
of....., mother, herein called THE  
PARTY OF THE FIRST PART,  
AND  
.....of the.....  
of.....in the.....  
(county, etc. or district)  
of....., putative father, herein  
called THE PARTY OF THE SECOND PART.

The Party of the Second Part agrees to pay to the  
Children's Aid Society,

(a) \$.....for the reasonable expenses  
of the mother mentioned in section  
59 (1) (a) of *The Child Welfare Act*  
(further details and terms of payment  
as hereinafter set out):

(strike out .....  
and .....  
initial a .....  
or b) .....

and  
\$.....  
(weekly or monthly)

for the maintenance of the child com-  
mencing with the.....day of.....,

19...., until the day when the child  
attains the age of sixteen years, or is  
adopted, or dies;

(b) \$.....payable within one year, to  
cover both the reasonable expenses of  
the mother mentioned in section 59  
(1) (a) of *The Child Welfare Act* and  
the maintenance of the child (further  
details and terms of payment as  
hereinafter set out):

.....  
.....

In witness whereof the parties hereto have set their hands and seals.

..... (witness)	..... (signature of local director)
..... (witness)	..... (signature of mother)
..... (witness)	..... (signature of putative father)

O. Reg. 271/65, Form 16.

Form 17

The Child Welfare Act

APPLICATION FOR AN AFFILIATION ORDER AND AFFIDAVIT

In the.....  
(name of court)

Before.....  
(name of judge)

In the matter of a child born out of wedlock to  
.....  
(name of mother)

on the.....day of....., 19....

I,....., of the.....  
(name of applicant)

of.....in the.....  
(county, etc. or district)

of....., apply under section 51 of the  
Act for an affiliation order against.....  
(name of putative

....., and I make oath and say:  
father)

1. I am the mother of a child born out of  
wedlock on the.....day of.....,  
19...., in the.....  
(county, etc. or district)  
of.....

2. I make this application as.....  
(insert which  
(strike out  
and initial  
1 or 2) person under section 51 of the Act)

3. The putative father of the child is

.....  
(name in full)

who is living and resides in the.....

of.....in the.....  
(county, etc. or district)

of.....

Sworn before me at the

.....of.....

in the.....

of.....the.....

day of....., 19....

(signature)

.....  
A Commissioner, etc.

PROOF OF SERVICE

In the.....Court of the.....of.....

In the matter of a child born out of wedlock to

.....  
(name of mother)

on the.....day of....., 19....

I,....., of the.....of.....

in the.....of.....  
(county, etc. or district)

.....make oath and say that I did  
(occupation)

on the.....day of....., 19....

at.....serve.....  
(full name of person served)

.....with.....  
(personally or as directed by judge) (document

.....by.....  
served) (particulars, where not personal service)

Sworn before me at the

.....of.....

in the.....(signature)

of.....the.....

day of....., 19....

.....  
A Commissioner, etc.



Form 18

The Child Welfare Act

STATEMENT OF ARREARS UNDER AN  
AGREEMENT UNDER SECTION 50 OF  
THE ACT

NAME.....  
(name of putative father)

Under an agreement dated the.....day of  
....., 19.... between the above-named and  
.....  
(name of mother)

the above-named agreed to pay the following sums  
of money:

- (1) Expenses of mother (specify).....
- (2) Maintenance of child (specify).....

The above-named has been in arrears in payment  
since....., and the amount of the arrears  
to date is as follows:

- (3) Expenses of mother..... \$.....
- (4) Maintenance of child..... \$.....
- Total..... \$.....

I certify that according to the books of account kept  
by the....., the above statement of  
(name of society)

arrears is true in every respect.

Dated at.....,  
this.....day of.....  
....., 19... (signature of local  
director)

O. Reg. 271/65, Form 18.

Form 19

The Child Welfare Act

APPROVAL OF SOCIETY  
UNDER (d) OF SECTION 51 OF THE ACT

In the.....Court of the.....  
(city, county or district)

of.....  
In the matter of a child born out of wedlock to  
.....  
(name of mother)

on the.....day of....., 19....  
Under clause d of section 51 of the Act, I approve  
of an application to a judge by.....  
(name of person or  
.....for an affiliation order.  
municipality)

Dated at....., this....day of....., 19..  
.....  
(signature of local director)  
.....  
(children's aid society)  
O. Reg. 271/65, Form 19.

Form 20

The Child Welfare Act

SUMMONS UNDER SECTION 54 OF THE ACT

In the.....Court of the.....  
(city, county or district)  
of.....

In the matter of a child born out of wedlock to  
.....  
(name of mother)  
on the.....day of....., 19....  
To.....  
(name of person summoned)  
residing at.....  
(address)

in the.....of.....  
(name of municipality)  
in the.....of.....  
(county, etc. or district)

YOU ARE COMMANDED to appear before me on  
.....day, the.....day of....., 19....,  
at.....o'clock in the.....noon at the.....

Court located at.....  
(address of court)

in the.....of....., to give evidence on oath in this matter and to bring with you and produce at that time and place the following documents and things:

.....  
.....

Dated at.....,  
this..... day of .....  
....., 19... (signature of judge)

O. Reg. 271/65, Form 20.

Form 21

The Child Welfare Act

APPOINTMENT TO HEAR AN APPLICATION  
FOR AN AFFILIATION ORDER AND  
NOTICE

In the.....Court of the.....  
(city, county or district)

of.....

In the matter of a child born out of wedlock to  
.....  
(name of mother)

on the.....day of....., 19....

I,.....judge of the.....

Court of the.....of.....

appoint.....day, the.....day of.....,

19...., at....o'clock in the.....noon, at the  
.....Court located at.....  
(address)

in the.....of.....,

as the time and place at which I will inquire into  
and determine whether.....  
(name of putative father)

the putative father of the child, is in fact the father  
of the child.

Dated at.....,  
this.....day of .....  
....., 19... (signature of judge)

TAKE NOTICE that the matter referred to in the foregoing appointment will be heard at the time and place set out therein.

Name of Applicant:.....

PROOF OF SERVICE:

In the.....Court of the.....  
(county or district)

of.....

In the matter of a child born out of wedlock to  
.....  
(name of mother)

on the.....day of....., 19....

I,.....  
(name in full)

of the.....of.....

in the.....of.....  
(county, etc. or district)

.....make oath and say that I did  
(occupation)

on the.....day of....., 19...., at.....  
(name of place)

serve.....  
(full name of person served)

.....  
(personally or as directed by a judge)

with.....  
(document served)

by.....  
(particulars, where not personal service)

Sworn before me at the  
.....of.....

in the.....

of.....the.....  
(signature)

day of....., 19...  
.....

A Commissioner, etc.

**Form 22***The Child Welfare Act***ORDER**

- (a) ☐ Order under section 58 of the Act
- (check) (b) ☐ Affiliation Order under section 59 of the Act
- (c) ☐ Variation or rescission of an Order for Payment under section 63 of the Act

In the ..... Court of the .....  
(city, county or district)

of .....  
Before ..... day, the .....  
(name of judge) day of ....., 19...

In the matter of a child born out of wedlock to

.....  
(name of mother)

on the ..... day of ....., 19...

And in the matter of .....  
(name of putative father, or

..... of the ..... of .....  
father)

in the ..... of .....  
(county, etc. or district)

.....,  
(occupation)

(check) ☐ the putative father of the child

☐ the father of the child

Upon the application of .....  
(name of applicant)

of the ..... of ..... in the .....  
(county, etc. or district)

of .....

(a) And upon sufficient evidence being ad-

duced before me, .....  
(name of putative father)

Section  
58

not appearing although duly served  
with notice as by affidavit of .....  
appears;

I ORDER .....

(b) And in the presence of .....  
(name of putative

Section  
59

..... and upon sufficient evidence  
father)

being adduced before me;

1. I ORDER and declare .....  
(name of putative father)  
to be in fact the father of the  
child.

(strike  
out and  
initial  
clauses  
not  
appli-  
cable)

2. AND I FURTHER ORDER and re-  
quire the said father of the child to  
pay .....

3. AND I FURTHER ORDER .....

(c) And upon reading the material filed,  
and upon hearing what was alleged by  
or on behalf of .....  
(name of father)

Section  
63

I ORDER that the order for payment of  
money made against .....  
(name of father)

and dated the ... day of ....., 19..

☐ be varied by .....

☐ be rescinded.

(d) AND I DIRECT that the costs of these  
proceedings be .....

.....  
(signature of judge)

O. Reg. 271/65, Form 22.



## Form 23

### *The Child Welfare Act*

## LEAVE TO REOPEN APPLICATION FOR AFFILIATION ORDER

In the.....  
Court of the.....  
(city, county or district)

of.....

Before..... day, the.....  
(name of judge)

day of..... 19.....

In the matter of a child born out of wedlock to  
.....  
(name of mother)

on the.....day of....., 19.....

Upon the application of.....  
(name of applicant)

..... ,  
(new evidence or fraud)

the application of.....  
(name of applicant)

of the ..... of .....

in the.....of.....  
(county, etc. or district)

for an affiliation order against.....

dismissed on the.....day of....., 19...

and upon reading the material filed, and upon  
hearing what was alleged by.....

I grant leave to.....to reopen  
the application so dismissed.

(signature of judge)

## Form 24

### *The Child Welfare Act*

## APPLICATION FOR ADOPTION AND AFFIDAVIT

In the.....  
(supreme, county or district)

Court of the.....of.....

In the matter of an application for an order for  
the adoption of.....  
(preadoption name in full—see note 1)

herein called "child".

We, .....  
(name of husband in full)

and.....  
(name of wife in full)

both of the ..... of .....

in the.....of.....,  
(county, etc. or district)

jointly apply as husband and wife for an order for  
the adoption of the child and desire that.....  
(he or she)

be given the name(s).....

And we severally make oath and say:

1. We are the joint applicants for an order for the adoption of the child,

2. We are husband and wife and each of us is resident in Ontario,

3. Our post-office address is.....

4. We are.....years of age,  
(age of husband)

and.....years of age, having been  
(age of wife)

born on the.....day of.....,  
19..., and on the .....day of...  
....., 19....., respectively.

5. The child is.....and was to the  
(male or female)

best of our knowledge and belief born at

.....on the .....day of  
....., 19....

6. The child. ....  
(see note 2)

7. We have not, and to the best of our knowl-  
edge and belief no other person has, given,  
received or agreed to give or receive any  
payment or reward to or from any person  
in consideration of the adoption.

Severally sworn before me  
at.....in the.....  
of.....  
this.....  
day of....., 19..  
.....  
A Commissioner, etc.

Notes

1. If desired there may be substituted for the full  
preadoption surname of the child, following  
his full given name(s), his birth registration  
number immediately preceded by the first letter  
only of his surname. When there is no birth  
registration number the preadoption name must  
show the full preadoption surname in addition to  
the full given name(s).
2. Where the child is not related to either of the  
applicants, insert "is not related to either of us".  
Where the child is related to either or both of  
the applicants, state the nature of the relation-  
ship. O. Reg. 409/70, s. 2.

Form 25

*The Child Welfare Act*

CONSENT BY DIRECTOR TO ADOPTION  
ORDER AND AFFIDAVIT OF EXECUTION

In the.....  
(supreme, county or district)  
Court of the.....of.....  
In the matter of the intended adoption of  
.....  
(preadoption name in full)  
who was born at the.....of.....

in the.....of.....  
(county, etc. or district)

on the.....day of....., 19....  
herein called "child".

I, .....  
(name of Director)

Director of Child Welfare in the Province of Ontario,  
consent on behalf of the Crown to an adoption  
order in respect of the child who has been made a

ward of the Crown on the.....day of.....  
19....

and who has been committed to the care of.....  
(name of  
.....  
society)

Dated at....., this.....day of.....,  
19....

.....  
(signature of witness) (signature of Director)

AFFIDAVIT OF EXECUTION

I, .....  
(name in full)  
.....  
(county, etc. or district) of the.....of.....  
of.....in the.....  
(county or district)  
of.....  
make oath and say:

1. I was personally present and saw the consent  
endorsed hereon executed by.....  
(Director)

Director of Child Welfare in the Province of  
Ontario  
at the.....of.....  
in the.....of.....  
(county, etc. or district)

2. I am a subscribing witness to the consent endorsed  
hereon.

Sworn before me at the  
.....of.....  
in the.....  
of.....this.....  
day of....., 19..

A Commissioner, etc.  
  
O. Reg. 83/70, s. 6.

Form 26

The Child Welfare Act

CONSENT TO ADOPTION ORDER FOR  
NON-WARD AND AFFIDAVIT OF EXECUTION

In the.....  
(supreme, county or district)

Court of the.....of.....

In the matter of the intended adoption of.....  
.....  
(preadoption name in full)

who was born at the.....  
of.....in the.....  
(county, etc. or district)

of.....on the.....day of.....,  
19..., herein called "child".

I,.....  
(name in full)  
of the.....of.....  
in the.....of.....  
(county, etc. or district)

consent that an adoption order be now or at any time hereafter made in respect of the child.

1. I am the.....of the child.  
(see note 1)
2. I understand the nature and effect of the adoption order.
3. I understand that the effect of the adoption order will be to deprive me permanently of my parental rights and that thereafter I will cease to be the parent of the child (see note 2).
4. I understand that the effect of the adoption order will be to require me to share, per-

manently and equally with my spouse, my parental rights and responsibilities. (see note 3)

Dated at....., this.....day of.....,  
19....

.....  
(signature of witness and official title) (signature of person consenting)

NOTES

1. Insert, as applicable, "married mother", "un-married mother", "father", "husband", "wife", "guardian", "person who has lawful custody or control", or "person who is liable to contribute to the support"; and where the child is the person consenting to the adoption, insert "child" and strike out "of the child".
2. Where the child has been placed for adoption the signature of the person consenting to the adoption shall be witnessed by an officer of a children's aid society authorized for the purpose.
3. Strike out 3 only, and initial, where the person consenting is both a parent of the child and also one of the applicants to adopt the child.

Strike out 4 only, and initial, where the person consenting is a parent of the child and *not* an applicant to adopt the child.

Strike out 3 and 4, and initial, where the person consenting is not a parent of the child.

AFFIDAVIT OF EXECUTION

I,.....  
(name in full)  
(county, etc. or district) of the.....of.....  
of.....in the.....  
(county, etc. or district)  
of.....  
make oath and say:

1. I was personally present and saw the consent endorsed hereon executed by.....  
(name of person giving consent)



at the.....of.....

in the.....of.....  
(county, etc. or district)

2. I am a subscribing witness to the consent endorsed hereon.

3. I explained to.....  
(name of person giving consent)

the nature and effect of the consent that.....  
(he or she)

has signed, and to the best of my knowledge and belief.....fully understood its nature and effect.  
(he or she)

Sworn before me at the |  
.....of..... |  
in the..... | (signature of deponent)  
of.....this..... |  
day of.....,19..... |

A Commissioner, etc.

O. Reg. 83/70, s. 6.

Form 27

The Child Welfare Act

CERTIFICATE OF APPROVAL

(check)    ☐ Certificate of Director or Local Director under section 75 of the Act

☐ Approval of Director under section 81 of the Act

In the.....  
(supreme, county or district)

Court of the.....of.....

In the matter of an application by  
.....  
(name(s) of applicant(s))

herein called "applicant(s)", for an order for the adoption of.....  
(preadoption name in full)

herein called "child", who is under twenty-one years of age and who has not been married.

1. I am the Director of Child Welfare } and local director\* of..... } and (name of children's aid society)

I certify that the child has resided for six months or more with the applicant(s) and that during that period the conduct of the applicant(s) and the conditions under which the child has lived have been such as in my opinion justify the making of the order.

2. I am the Director of Child Welfare and I (strike out and initial the two items which do not apply) certify that the applicant(s) is } are } to my knowledge a proper person } proper persons } to have the care and custody of the child and that for the reasons hereinafter set out it is in the best interests of the child that the period of residence be dispensed with:

3. I am the Director of Child Welfare and I approve the making of an interim order giving custody of the child to the applicant(s) for a period not exceeding one year by way of a probationary period upon such terms as regards provision for the maintenance and education and supervision of the welfare of the child and otherwise as the court thinks fit.

Dated at....., this.....day of....., 19... \* (signature of Director or local director)

\*A local director may certify only in respect of item 1, and only in the case of a child who has been placed for adoption by a children's aid society.

O. Reg. 271/65, Form 26.

Form 28

The Child Welfare Act

ADOPTION ORDER

In the.....Court of the.....of.....

His Honour Judge ..... day, the..... in Chambers ..... day of....., 19...

IN THE MATTER OF.....  
resident in the Province of Ontario and born or  
alleged to be born in the.....of.....  
in the.....of.....in the Province of  
.....on the.....day of....., 19....,  
as appears by the Certificate of Birth Registration  
No.....issued by.....

AND IN THE MATTER OF *The Child Welfare Act*  
Upon the application of.....  
of the.....of.....in the.....  
of....., and....., his wife, both  
resident in the Province of Ontario, for an order  
for the adoption of the said child; -

UPON READING the certificate of the.....  
(Director or local  
.....under the said Act and upon  
director)  
considering what was alleged by or on behalf of  
the said applicants and being satisfied that  
compliance has been made with the said Act:

IT IS ORDERED:  
1. That.....be and is hereby adopted  
as the child of.....and.....  
2. That the name of the child shall be.....  
(Judge)  
O. Reg. 271/65, Form 27.

Form 29

*The Child Welfare Act*

INTERIM CUSTODY ORDER

In the.....Court of the.....of.....  
His Honour, Judge  
.....day, the.....  
in Chambers | day of....., 19...

IN THE MATTER OF.....  
resident in the Province of Ontario and born or  
alleged to have been born in the.....  
of.....in the.....of.....  
in the Province of....., on the.....  
day of....., 19...., as appears by the  
Certificate of Birth Registration No.....  
issued by.....

AND IN THE MATTER OF *The Child Welfare Act*  
Upon the application of.....  
of the.....of.....in the.....  
of....., and....., his wife,  
both resident in the Province of Ontario, for an  
order for the adoption of the said child:

UPON READING the written approval of the Director  
under the said Act, and upon considering what  
was alleged by or on behalf of the said appli-  
cants and being satisfied that compliance has been  
made with the said Act:

IT IS ORDERED THAT.....and.....  
be given interim custody of.....for a  
period of.....by way of a probationary  
period, upon the terms as regards provision for  
the maintenance and education and supervision  
of the welfare of the said child and otherwise as  
hereinafter set out:  
.....  
.....  
(Judge)  
O. Reg. 271/65, Form 28.

Form 30

*The Child Welfare Act*

REGISTRATION OF PLACEMENT  
OF CHILD FOR ADOPTION

To: The Director of the Child Welfare Branch,  
Department of Social and Family Services,  
Parliament Buildings,  
Toronto, Ontario.

I have placed a child with the person(s) named herein on the understanding that such person(s) will adopt the child.

I hereby register the placement of the child with you, and I make the following statements in respect thereof:

1. My name is.....  
(print name in full)
2. I reside at.....
3. The name of the child is.....
4. The child was born at.....on the.....  
day of....., 19....
5. The mother of the child is.....  
who resides at.....
6. The father of the child is.....  
who resides at.....
7. I.....related to the child. If related,  
("am" or "am not")  
what is the relationship?
8. I placed the child on the.....day of.....,  
19...., with.....  
who resides at.....  
and who is (are).....  
(marital status—see Note)  
and who is (are) related | to the child.  
not related |  
If related, what is the relationship?.....
9. Did the mother consent to the placement?  
.....  
("yes" or "no")
10. Did the father consent to the placement?  
.....  
("yes" or "no")
11. If the child is married, did the spouse consent  
to the placement?.....  
("yes", "no" or "not applicable")
12. Name and address of person(s), institution or  
society that cared for the child before placement

I CERTIFY that the above statements are true and correct.

Dated at.....

this.....day of.....  
....., 19....

(signature)

(Note re marital status in item 8. Insert "married", "unmarried", "a widow", "a widower", "separated" or "divorced".)

O. Reg. 271/65, Form 29.

Form 31

The Child Welfare Act

NOTICE OF INTENTION TO ADOPT A  
CROWN WARD

To: The Local Director of the Children's Aid Society of  
having the care of a ward of the Crown known as  
.....  
(preadoption name in full—see Note)

By order of the Provincial Court (Family Division)  
dated.....,made pursuant to  
(date)  
clause c of section 26 of *The Child Welfare Act*,  
who was born on.....  
(date)  
at.....in the.....  
(municipality) (county or district,  
Province, etc.)

TAKE NOTICE THAT:

1. We.....  
(name of husband in full)  
and.....  
(name of wife in full)  
reside at.....
2. We received the said child, a ward of the Crown,  
into our home on.....  
(date)



3. We hereby give written notice of our intention to adopt the said child, subject to the requirements of Part IV of *The Child Welfare Act*.

4. We hereby acknowledge that until a final adoption order is made under Part IV of *The Child Welfare Act*, the Children's Aid Society of

.....  
(name of Society)

retains the full and complete legal right to exercise and discharge the powers, duties and obligations of the Crown conferred by order of Crown wardship over the said child for the purpose of his (her) care, custody and control during the time he (she) is residing in our home, including the right to remove him (her) from our home.

We hereby certify that the statements in items 1 and 2 above are, to the best of our knowledge and belief, true and correct.

Dated at.....	.....
this.....day of.....	(signature of wife)
19....	(signature of husband)

.....  
Witness  
(signature of officer of Society authorized for the purpose)

Note: If desired there may be substituted for the full preadoption surname of the child, following his full given name(s), his birth registration number immediately preceded by the first letter only of his surname. When there is no birth registration number the preadoption name must show the full preadoption surname in addition to the full given name(s). O. Reg. 83/70, s. 7; O. Reg. 409/70, s. 3 (1-2).



## REGULATION 87

### under The Children's Boarding Homes Act

#### GENERAL

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "guardian" means a parent or other person who is under a legal duty to provide for a child;
- (b) "occupier" means the occupier of premises registered under the Act;
- (c) "physician" means a legally qualified medical practitioner. R.R.O. 1960, Reg. 51, s. 1.

##### REGISTRATION

2.—(1) An application for registration or renewal of registration of a children's boarding home shall be in Form 1.

(2) An application in Form 1 shall be accompanied by,

- (a) a certificate of an officer authorized to inspect buildings under *The Fire Marshals Act* certifying that the premises have been inspected by him within three months of the date of the application and that they are reasonably safe from fire hazard; and
- (b) a certificate of the local medical officer of health certifying that the supplies of milk and drinking water to the premises are adequate and sanitary. R.R.O. 1960, Reg. 51, s. 2.

3.—(1) The fee for the registration of a children's boarding home is \$2.

(2) The fee for the renewal of the registration of a children's boarding home is \$1. R.R.O. 1960, Reg. 51, s. 3.

##### ADDITIONAL POWERS AND DUTIES OF THE REGISTRAR

4.—(1) Upon an application for registration or renewal of registration of a children's boarding home the Registrar shall inspect the home or cause the home to be inspected for the purpose of determining its eligibility for the registration or renewal.

(2) The Registrar shall at the time of the registration or the renewal of the registration of a children's boarding home notify the occupier of the maximum

number of children that he has determined may be lodged, boarded or cared for at any one time in the home. R.R.O. 1960, Reg. 51, s. 4.

##### ADDITIONAL POWERS AND DUTIES OF PROVINCIAL INSPECTORS

5.—(1) A provincial inspector shall inspect each children's boarding home at least once a year and at such other times as requested by the Registrar.

(2) A provincial inspector shall inspect each home for the purpose of determining compliance with the Act and this Regulation and for any other purpose required by the Registrar in the performance of his duties. R.R.O. 1960, Reg. 51, s. 5.

##### RECORDS

6. Every occupier shall make a statistical return to the Minister in Form 2,

- (a) before the 31st day of January in each year for the preceding year; and
- (b) at the request of the Registrar for the period specified by the Registrar. R.R.O. 1960, Reg. 51, s. 6.

7. In addition to the particulars required by subsection 1 of section 9 of the Act to be entered in the register, the occupier shall record or cause to be recorded,

- (a) the place of birth and religious faith of each child lodged, boarded or cared for;
- (b) the reasons for the entry of each child to the home;
- (c) the name, address and usual occupation of the guardian of each child and of the person having charge of each child before he entered the home;
- (d) a brief statement of the terms of payment for the maintenance of each child;
- (e) the documentary or other evidence examined or provided to establish the identity of the child, of the guardian of the child, and of the person having charge of the child when he enters the home, and their relationships; and
- (f) the usual occupation of the person in whose charge each child was when he left the home,



and his relationship to the child. R.R.O. 1960, Reg. 51, s. 7.

#### RULES GOVERNING AND REGULATING HOMES

8.—(1) Before admitting a child to a home the occupier shall obtain a consent and authorization in Form 3 signed by,

- (a) the guardian of the child; or
- (b) where the identity or whereabouts of the guardian is not known or cannot be reasonably ascertained, the person having charge of the child when he enters the home.

(2) Where a person other than the guardian of a child admitted to a home has signed a consent and authorization in Form 3, the occupier shall forthwith notify the Registrar in writing of the admission. R.R.O. 1960, Reg. 51, s. 8.

9. Every occupier shall eliminate fire hazards, including the provision and maintenance of,

- (a) protection from radiators or other heating equipment;
- (b) water supplies adequate for all normal needs, including those of fire protection; and
- (c) at least two separate means of egress to the outside from floors with sleeping accommodation. R.R.O. 1960, Reg. 51, s. 9.

10.—(1) Every occupier shall provide,

- (a) nourishing meals at regular intervals prepared by or under the supervision of a competent person;
- (b) adequate and sanitary supplies of milk and drinking water;
- (c) sleeping accommodation in rooms located on the ground floor or on the floor immediately above it with a minimum of,
  - (i) 400 cubic feet of air space and fifty square feet of floor space for each child, and
  - (ii) 600 cubic feet of air space and seventy-five square feet of floor space for each person sixteen years of age and over;
- (d) toilet and bathing facilities that are readily accessible to all residents, with a minimum of one wash basin and one flush toilet or other privy for every eight residents and one bathtub or shower for every twelve residents; and

(e) an outside play area, maintained in a safe and sanitary condition and having a minimum of,

- (i) sixty square feet of space for each child under school age, and
- (ii) 100 square feet of space for each child of school age.

(2) Every occupier shall maintain a minimum temperature of 68°F in the children's boarding home from the 1st day of October to the 31st day of May. R.R.O. 1960, Reg. 51, s. 10.

11.—(1) The occupier shall ensure that medical services are provided by a physician for each child lodged, boarded or cared for in a children's boarding home in accordance with his needs, and that a record of those services as provided to each child from time to time is kept in the home.

(2) Subject to subsection 4, before a child is admitted to a children's boarding home he shall be given a medical examination by a physician, including a skin test for tuberculosis and the physician shall certify in writing that the child is free from communicable disease.

(3) A record of the medical examination of each child shall be kept in the children's boarding home together with any recommendations made by the physician for medical treatment, immunization and any special needs of the child.

(4) Where it is in the best interest of the welfare of a child that he be admitted to a children's boarding home and he cannot be medically examined or certified to be free from communicable disease as required by subsection 2, he may be admitted to the home if he is kept in isolation from other residents of the home until this Regulation is complied with. R.R.O. 1960, Reg. 51, s. 11.

12.—(1) In each children's boarding home there shall be at least one full-time competent staff member or the equivalent thereof for every five children lodged, boarded or cared for in the home.

(2) Each occupier and staff member shall be a person who,

- (a) is sympathetic to the welfare of the children;
- (b) has adequate knowledge and experience to recognize and meet the needs of the children and the ability to cope with their problems; and
- (c) is of suitable age, health and personality to carry out his duties.

(3) No person shall perform work in a children's boarding home unless he has obtained the certificate

of a physician certifying that he is in good health and physically fit to undertake his duties in the home and obtains a new certificate at yearly intervals. R.R.O. 1960, Reg. 51, s. 12.

13. Every occupier shall,

- (a) provide for the educational requirements of each child in the home in a manner best suited to his needs;
- (b) provide opportunities for the religious education of each child in the home in accordance with the wishes of his guardian; and
- (c) ensure that each child in the home receives care adequate for his individual needs at all times. R.R.O.1960, Reg. 51, s. 13.

14.—(1) Where it is proposed to admit a child to a home and,

- (a) the guardian of the child; or
- (b) where the identity or whereabouts of the guardian is not known and cannot be rea-

sonably ascertained, the person having charge of the child before he entered the home,

has not resided in Ontario for at least one year immediately preceding the date of the proposed admission, the occupier shall not admit the child without the consent of the Registrar in writing.

(2) The Registrar may give his consent where he considers the consent to be in the best interest of the welfare of the child in respect of whom the consent is given and of the other children in the home. R.R.O. 1960, Reg. 51, s. 14.

15. Where the occupier of a home would normally expect to receive a communication from the guardian of a child or from a person having charge of the child when he entered the home and has not received the communication for thirty days after the date it was first expected, the occupier shall notify the Registrar forthwith in writing. R.R.O. 1960, Reg. 51, s. 15.

16. Every occupier shall keep a book of accounts in which a complete statement of all receipts and disbursements is recorded. R.R.O. 1960, Reg. 51, s. 16.

Form 1

*The Children's Boarding Homes Act*

APPLICATION FOR: ☐ REGISTRATION OR ☐ RENEWAL OF REGISTRATION

To: The Registrar of Children's Boarding Homes:

Under the Act and the regulations, I apply for registration or renewal of registration of the premises named and described below.

1.

i.

Name of Applicant:

☐ Miss

☐ Mrs

☐ Mr.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(surname)

(given names)

ii.

Name of wife/husband of applicant:

.....

Living with applicant?

☐ Yes

☐ No

iii.

Name of home:

.....

iv.

Address of home:

.....

(number and street or rural route)

(city, town, village or post office)

.....

(county, etc.)

2.

Brief description of premises:

.....

.....

.....

3. Purpose of home:.....  
.....  
.....

4. i. Number of children (Do NOT INCLUDE OWN CHILDREN):

Age	Male	Female	Total
Under 3 years			
3 to 4 years			
5 to 9 years			
10 to 15 years			
16 years and over			
Totals			

ii. In addition to the above children, I have.....of my own children living in this home.  
(number)

iii. In addition to the above children, there are.....adults, not including myself and my  
(number)  
wife or husband, living in this home.

5. I have attached the following:

- ☐ i. A certificate of an officer authorized to inspect buildings, under *The Fire Marshals Act*, certifying that the premises have been inspected by him within three months of the date of this application and that they are reasonably safe from fire hazard.
- ☐ ii. A certificate of the local Medical Officer of Health certifying that the supplies of milk and drinking water to the premises are adequate and sanitary.
- ☐ iii. The registration fee of \$2.00\*
- ☐ iv. The renewal registration fee of \$1.00\*

Dated at.....

this.....day of

....., 19....

.....  
(signature of applicant)

\*In the event that the premises are not approved for registration or renewal of registration, this fee will be refunded.



Form 2

The Children's Boarding Homes Act

STATISTICAL REPORT FOR PERIOD:

FROM.....  
(day) (month) (year)

TO .....  
(day) (month) (year)

1. i. Name of home:.....
- ii. Address of home:.....  
(number and street or rural route) (city, town, village or post office)
- .....  
(county, etc.)
- iii. Registration No.....

(Do NOT INCLUDE OWN CHILDREN)

				NUMBER
2. Number of children lodged, boarded or cared for in home during the period covered by this report:	i. Number of children at beginning of period.			
	ii. Number of children admitted during period. (Consent forms are on file in the home.)			
	iii. Sub-total: i plus ii.			
	iv. Number of children discharged during period.	To parents or guardians:		
		To other persons:		
	v. Number of children at end of period: iii less iv			
3. Length of time children lodged, boarded or cared for in home during the period covered by this report:				NUMBER
	i. Less than 3 months			
	ii. 3 to 6 months			
	iii. 7 to 9 months			
	iv. 10 to 12 months			
	v. More than 12 months			
	TOTAL (This total should equal item 2 iii.)			

4. Reasons for admissions of children during the period covered by this report:				NUMBER
	i. Both parents or guardian deceased			
	ii. Parents separated			
	iii. Parents divorced			
	iv. Whereabouts of parents or guardian unknown			
	v. Deserted by parents or guardian			
	vi. Parent or guardian working and unable to care for child			
	vii. Ill-health of parent or guardian			
	viii. Own home conditions unsuitable			
	ix. Other: (describe briefly)			
.....				
TOTAL (This total should equal item 2 iii.)				
5. Ages of children in home on the last day of the period covered by this report:	Age	Male	Female	NUMBER
	i. Under 3 years			
	ii. 3 to 4 years			
	iii. 5 to 9 years			
	iv. 10 to 16 years			
	v. 16 years and over			
	TOTAL (This total should equal item 2 iii.)			
6. School attendance of children in home on the last day of the period covered by this report:				NUMBER
	i. Preschool age children			
	ii. Children attending school			
	iii. School-age children NOT attending school			
	TOTAL (This total should equal item 2 iii.)			
iv. Reasons that school-age children reported above in iii are not attending school:				
.....				
.....				

		NUMBER
7. Number of children in home on the last day of the period covered by this report, whose maintenance is paid by:	i. One parent or guardian	
	ii. Both parents	
	iii. Others: (Specify) .....	
	.....	
	iv. No maintenance being paid	
	TOTAL (This total should equal item 2 iii.)	
8. Religious affiliation of children in home, on the last day of the period covered by this report:	RELIGION	NUMBER
	i. Protestant	
	ii. Roman Catholic	
	iii. Jewish	
	iv. Other	
	TOTAL (This total should equal item 2 iii.)	
9. Medical services:		NUMBER
	i. Number of children medically examined at time of admission to home	
	ii. Number of children for whom medical services were provided (other than admission examinations)	
	iii. Names and addresses of physicians who examined or provided treatment for the children:	
	..... ..... .....	
10. Number of staff employed in home, including occupier and wife or husband:	i. At beginning of period	NUMBER
	ii. At end of period	
11. Number of other adults living in home:		NUMBER
	i. At beginning of period	
	ii. At end of period	

12. Brief description of any alterations or additions to the home during this period:

.....

.....



13. Brief description of any plans for future alterations or additions to the home:

.....  
.....

14. In addition to the children lodged, boarded or cared for, I have.....children of my own  
living in this home. (number)

.....

Dated at.....

this.....day of

....., 19....

.....  
(signature of occupier of the premises)

R.R.O. 1960, Reg, 51, Form 2.

Form 3

*The Children’s Boarding Homes Act*

CONSENT AND AUTHORIZATION OF PARENT OR GUARDIAN

To:.....  
(name of occupier of premises)

of.....  
(name of home) (address of home)

I,.....  
(name of parent or guardian) (address)

- (Check appropriate box.)
- ☐ the father
  - ☐ the mother
  - ☐ the guardian
  - ☐ the person having charge of the child,  
(specify relationship. ....)

CONSENT to the admission of:.....  
(name of child)

....., to this Children’s Boarding Home.  
(last address)

- I,
- ☐ have lived in the Province of Ontario for at least one year prior to this date.
  - ☐ have not lived in the Province of Ontario for at least one year prior to this date.

The child was born on ..... at .....  
(day) (month) (year) (place of birth)

AND

I hereby authorize the occupier of the premises to secure on behalf of the above-named child, in accordance with his needs, all necessary medical services, including those of immunization and surgery.

Dated at .....

this ..... day of

....., 19....

.....  
(signature of father, mother, guardian, or the  
person having charge of the child)

(TO BE FILLED IN BY THE OCCUPIER)

I certify that I have examined the following items of documentary or other evidence:

.....  
(list items examined)

and I am satisfied as to the identity of the above-named child and the parent, guardian, or the person having charge of the child and their relationship to each other.

Date ..... 19....  
(day) (month) (year) (signature of occupier)





## REGULATION 88

### under The Children's Institutions Act

#### GENERAL

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "architect" means an architect who is a member in good standing of the Ontario Association of Architects;
- (b) "board" means the board of directors of an approved corporation or a children's institution;
- (c) "licensed public accountant" means a public accountant licensed under *The Public Accountancy Act*;
- (d) "parent" means a person in whose charge a child is, but does not include a children's aid society established under *The Child Welfare Act*;
- (e) "physician" means a legally qualified medical practitioner;
- (f) "professional engineer" means a professional engineer who is a member in good standing of the Association of Professional Engineers of the Province of Ontario;
- (g) "resident" means a child who resides in a children's institution. O. Reg. 279/63, s. 1; O. Reg. 399/67, s. 1 (1).

##### CLASSES OF CHILDREN'S INSTITUTIONS

2.—(1) Children's institutions are classified as those listed in Schedule 2, 3 or 4 and the institutions listed in Schedule 1, are included in the class. O. Reg. 279/63, s. 2 (1).

(2) In a children's institution that is listed in Schedule 2, provision shall be made for the board, lodging and supervisory care of the residents thereof. O. Reg. 279/63, s. 2 (2); O. Reg. 399/67, s. 2.

(3) In addition to the requirements of subsection 2, in a children's institution that is listed in Schedule 3, provision shall be made for a program for the care of residents who, on the basis of objective psychological and medical findings, are considered to have difficulty in adjusting to or benefiting from normal family relationships or in adjusting to or coping with regular community life. O. Reg. 279/63, s. 2 (3); O. Reg. 148/68, s. 2 (1).

(4) In addition to the requirements of subsection 2, in a children's institution that is listed in Schedule 4, provision shall be made for a specialized program for the care and treatment of residents who, on the basis of objective psychological and medical findings, are considered to be emotionally disturbed but who are not mentally ill or mentally defective within the meaning of *The Mental Hospitals Act* and who are not eligible for admission to an institution under that Act. O. Reg. 279/63, s. 2 (4); O. Reg. 148/68, s. 2 (2).

##### SPECIFICATION AND APPROVAL

3.—(1) The corporations listed in Schedule 1 are approved for the purposes of the Act.

(2) The children's institutions listed in schedules 2, 3 and 4 are approved for the purposes of the Act. O. Reg. 279/63, s. 3.

##### RULES GOVERNING HOMES

4. Every building or part thereof that is used as a children's institution shall be so constructed, used, furnished or equipped as to comply with,

- (a) the laws affecting the health of inhabitants of the municipality in which the institution is located;
- (b) any rule, regulation, direction or order of the local board of health and any direction or order of the local medical officer of health;
- (c) any by-law of the municipality in which the institution is located or other law for the protection of persons from fire hazards; and
- (d) any restricted area, standard of housing or building by-law passed by the municipality in which the institution is located pursuant to Part III of *The Planning Act* or any predecessor thereof. O. Reg. 399/67, s. 4.

5.—(1) In every children's institution, the board shall provide,

- (a) nourishing meals at regular intervals prepared by or under the supervision of a competent person;
- (b) adequate and sanitary supplies of milk and drinking water;

## (c) sleeping accommodation,

- (i) in rooms located on the ground floor or on the floor immediately above the ground floor for each resident under sixteen years of age with a minimum of 400 cubic feet of air space and fifty square feet of floor space for each resident to which this sub-clause applies, and
- (ii) in rooms with a minimum of 600 cubic feet of air space and seventy-five square feet of floor space for each resident sixteen years of age or over,

with beds so placed that no bed overlaps a window or radiator and no bed is nearer to any other bed than 2½ feet;

- (d) toilet and bathing facilities that are readily accessible to all residents, with a minimum of one wash basin and one flush toilet for every five residents and one bath tub or shower for every eight residents;
- (e) an outside play area, maintained in a safe and sanitary condition and having a minimum of 100 square feet of space for each resident; and
- (f) an inside play area, maintained in a safe and sanitary condition and having a minimum of 50 square feet of space for each resident. O. Reg. 279/63, s. 6 (1); O. Reg. 399/67, s. 5; O. Reg. 148/68, s. 3.

(2) The board shall ensure that a minimum temperature of 68° F is maintained in the institution from the 1st day of October to the 31st day of May. O. Reg. 279/63, s. 6 (2).

6. In every children's institution, the board shall ensure that,

- (a) all fire hazards in the institution are eliminated and the recommendations of an officer authorized to inspect buildings under *The Fire Marshals Act* are carried out;
- (b) there is adequate protection from radiators or other heating equipment;
- (c) the water supplies are adequate for all normal needs including those of fire protection;
- (d) there are at least two separate means of egress to the outside from floors with sleeping accommodation;
- (e) the fire protection equipment, including the sprinkler system, fire extinguishers,

hose and stand pipe equipment are visually inspected at least once a month and serviced at least once a year by qualified personnel;

- (f) the fire alarm system is inspected at least once a year by qualified fire alarm maintenance personnel and tested at least once every month;
- (g) at least once a year the heating equipment is serviced by qualified personnel and the chimneys are inspected, and cleaned if necessary;
- (h) a written record is kept of inspections and tests of fire equipment, fire drills, the fire alarm system, the heating system and chimneys;
- (i) the staff and residents are instructed in the method of sounding the fire alarm;
- (j) the staff are trained in the proper use of the fire extinguishing equipment;
- (k) a procedure is established that is to be followed when a fire alarm is given, including the duties of the staff and residents;
- (l) the staff and residents are instructed in the procedure established under clause *k* and the procedure is posted in conspicuous places in the institution;
- (m) where matches are used, only safety matches are issued to the staff and residents;
- (n) the procedure established under clause *k* is practised at least once a month using the fire alarm to initiate the drill;
- (o) an inspection of the building, including the equipment in the kitchen and laundry, is made each night to ensure that there is no danger of fire and that all doors to stairwells, all fire doors and all smoke barrier doors are kept closed;
- (p) adequate supervision is provided at all times for the security of the residents and the institution;
- (q) the institution is kept clean and free of combustible rubbish;
- (r) all exits are clear and unobstructed at all times;
- (s) combustible draperies, curtains, decorations and similar materials are suitably treated to render them resistant to the spread of flame and are retreated when necessary;



- (i) receptacles into which electric irons are plugged are equipped with pilot lights;
- (u) lint traps in the laundry are cleaned out after each use of the equipment;
- (v) flammable liquids used in the institution are stored in suitable containers in non-combustible cabinets;
- (w) large non-combustible ash trays are provided where smoking is permitted;
- (x) no vaporizing liquid fire extinguishers are kept or used in the institution; and
- (y) no sprinkler heads and fire detector heads are painted. O. Reg. 399/67, s. 6.

7.—(1) A children's institution located in a municipality that does not have public fire protection shall be provided with a complete automatic sprinkler system.

(2) The sprinkler system shall be installed so that the distance between each sprinkler head does not exceed fifteen feet measured along and at right angles to the pipes of the system, the distance between a sprinkler head and a wall or partition does not exceed seven feet six inches, and the area of protection for each sprinkler head does not exceed 200 square feet.

(3) The water supply to the sprinkler system shall be sufficient to provide a minimum pressure of ten pounds per square inch at the uppermost sprinkler head while water is discharged through an open main drain valve of not less than three-quarters of an inch internal diameter.

(4) The water supply to the sprinkler system shall provide not less than fifty gallons per minute at the base of every sprinkler riser and shall be sufficient to maintain such flow for a minimum period of thirty minutes. O. Reg. 399/67, s. 6.

8. In every children's institution the board shall,

- (a) provide opportunities for the religious education of each resident in accordance with the wishes of his parent and make it possible for all residents to attend suitable religious services;
- (b) provide opportunities for the residents to participate in recreational, rehabilitative and hobby-craft activities; and
- (c) ensure that each resident receives, at all times, care adequate for and consistent with his individual needs. O. Reg. 399/67, s. 6.

9.—(1) In this section,

- (a) "child care worker" means a person qualified by education, formal training or experience to work with children in a children's institution and whose duties are limited to the direct relationship with and supervision of the residents;
- (b) "social worker" means a person who has successfully completed a two-year course of professional education at a school of social work approved by the Minister.

(2) In every children's institution there shall be at least one competent staff member on full time duty or the equivalent thereof for every four residents in the institution and the staff shall include,

- (a) in the case of an institution that is listed in Schedule 3 at least,
  - (i) one child care worker for every ten residents in the institution, and
  - (ii) one social worker; and
- (b) in the case of an institution that is listed in Schedule 4 at least,
  - (i) one child care worker for every six residents in the institution,
  - (ii) one social worker, and
  - (iii) one person skilled in the organization and use of group activities and services for recreational, rehabilitative and restorative purposes. O. Reg. 399/67, s. 7.

10.—(1) A board shall appoint a person as superintendent of the children's institution maintained and operated by it who shall be approved by the Minister and shall be responsible to the board for the efficient management and operation of the institution. O. Reg. 279/63, s. 9 (1); O. Reg. 399/67, s. 8.

(2) Each superintendent and staff member shall be a person who,

- (a) is sympathetic to the welfare of the residents of the institution;
- (b) has adequate knowledge, understanding and experience to recognize and meet the needs of the residents and the ability to cope with their problems; and
- (c) is of suitable age, health and personality to carry out his respective duties. O. Reg. 279/63, s. 9 (2).



11.—(1) No board shall appoint a superintendent or person to act temporarily as superintendent or employ a person on the staff of the children's institution maintained and operated by it until the person so appointed or employed has obtained from a physician a certificate certifying that he is,

- (a) free from active tuberculosis or other communicable or contagious disease; and
- (b) physically fit to undertake his duties in the institution.

(2) At least once a year the superintendent and each staff member of the institution shall obtain the certificate prescribed in subsection 1. O. Reg. 279/63, s. 10.

12. Where a resident of a children's institution dies, the superintendent shall give notice of the death to a coroner other than a coroner who is the physician appointed under section 14 as the physician for the institution. O. Reg. 279/63, s. 12.

#### ADDITIONAL POWERS AND DUTIES OF PROVINCIAL SUPERVISORS

13.—(1) A provincial supervisor shall be given access at any time to any children's institution or any part thereof for the purposes of inspection under subsection 1 of section 8 of the Act.

(2) A provincial supervisor shall inspect,

- (a) each children's institution for the purpose of determining compliance with the Act and this Regulation and for any other purpose as required by the Minister;
- (b) the building or buildings and accommodation, the sanitary and eating facilities, the recreational, rehabilitative and hobby-craft facilities and equipment, the fire equipment and fire precautions; and
- (c) the dietary standards and appraise the nutritional standards for the children, including those on special diets. O. Reg. 279/63, s. 13, *revised*.

#### MEDICAL AND RELATED OR ANCILLARY SERVICES

14. Each board shall appoint one or more physicians to each children's institution operated by it to ensure that medical services are provided for each resident in accordance with his needs. O. Reg. 279/63, s. 14.

15.—(1) In this section, "attending physician" means a legally qualified medical practitioner other than the physician for a children's institution who is appointed under section 14.

(2) All medical services, programs and procedures and medications provided or used in the institution are subject to the approval of the physician for the institution.

(3) The physician for the institution shall make an annual written report to the board summarizing the general health conditions of the residents, the medical and nursing services provided to them and the dietary standards in the institution and shall include in the report any recommendations that he considers necessary to ensure proper conditions of health and an adequate state of well-being for the residents, and shall make such other reports as the board or Minister requires.

(4) The physician for the institution shall,

- (a) inspect the sanitary conditions in the institution at least once a month;
- (b) report on such inspections to the board; and
- (c) take any steps that he considers necessary to correct insanitary conditions.

(5) The physician for the institution shall attend and prescribe medication or treatment for any resident who has no attending physician of his own or whose parent requests that the services of the physician for the institution be made available to the resident and, where the resident is in the care and custody of a children's aid society under *The Child Welfare Act*, upon the request of the children's aid society.

(6) At least once a year, each resident of the institution shall be given a complete medical examination by the physician for the institution or the attending physician.

(7) The physician for the institution or the attending physician shall make a detailed written report of the results of each medical examination of a resident and any recommendations pertaining thereto and the report shall be kept along with the other records of the resident.

(8) A resident shall be given such special diet as the physician for the institution or the attending physician directs.

(9) The board shall ensure the provision of such nursing services as are from time to time considered necessary by the physician for the institution or the attending physician. O. Reg. 279/63, s. 15.

16. In a children's institution that is listed in Schedule 4, the board shall ensure the provision of services of,

- (a) a physician with a fellowship in psychiatry from The Royal College of Physicians and Surgeons or a physician who is the holder of a certificate of qualification in psychiatry issued by that college; and
- (b) a psychologist registered under *The Psychologists Registration Act*. O. Reg. 399/67, s. 10.

APPLICATIONS FOR GRANTS AND PAYMENTS UNDER  
SECTION 5 OR 6 OF THE ACT

17.—(1) An application for a grant under section 5 or 6 of the Act shall be made in triplicate in Form 1.

(2) An applicant for a grant under section 5 of the Act in respect of the erection of a new building or an addition to an existing building used or to be used as a children's institution shall file with the Minister two copies of,

- (a) the site plan showing the location of the building on the site; and
- (b) the plans and specifications, prepared by an architect, showing the construction, equipment and arrangements of the institution.

(3) An applicant for a grant under section 6 of the Act in respect of the acquisition of a building to be used as a children's institution shall file with the Minister two copies of,

- (a) the site plan showing the location of the building on the site; and
- (b) a structural sketch of the building showing the areas to be used as the institution. O. Reg. 279/63, s. 17.

18.—(1) An application for a payment of a grant under section 5 or 6 of the Act shall be made in triplicate in Form 2. O. Reg. 399/67, s. 11.

(2) A grant under section 5 of the Act may be payable as follows:

1. An amount not exceeding the lesser of,
  - (a) one-third of the estimated cost of completion of the new building or the addition; and
  - (b) \$1,666 for each bed provided for residents in the new building or in the addition,

as the case may be, may be paid when an architect or a professional engineer certifies in Form 3 that the construction is at least one-third complete.

2. A further amount not exceeding the lesser of,

- (a) one-third of the estimated cost of completion of the new building or the addition; and
- (b) \$1,666 for each bed provided for residents in the new building or in the addition,

as the case may be, may be paid when an architect or a professional engineer certifies in Form 3 that the construction is at least two-thirds complete. O. Reg. 399/67, s. 11; O. Reg. 148/68, s. 4.

(3) Subject to subsection 2, a grant under section 5 or 6 of the Act shall not be paid until,

- (a) an architect or a professional engineer certifies in Form 3 that the erection, addition or acquisition, as the case may be, is completed in accordance with the plans approved by the Minister and that the building is ready for use and occupancy as a children's institution; and
- (b) an authorized officer of the board submits a report stating,
  - (i) the actual cost of the erection, addition or acquisition of the building, as the case may be,
  - (ii) that the total of the unpaid accounts applicable to the erection, addition or acquisition does not exceed the amount of the grant remaining to be paid,
  - (iii) that the amount of the grant remaining to be paid will be applied first in the payment of the unpaid accounts referred to in subclause ii, and
  - (iv) that all refundable sales tax has been taken into account. O. Reg. 399/67, s. 11; O. Reg. 556/70, s. 1.

COMPUTING COSTS UNDER SECTION 5 AND 6 OF THE  
ACT

19. The capital cost of land, where applicable, and of furnishing and equipping a new building, an addition to an existing building or an acquired building used or to be used as a children's institution may be included in computing the cost thereof to an approved corporation for the purposes of section 5 or 6 of the Act. O. Reg. 279/63, s. 19.



## PAYMENTS UNDER SECTION 7 OF THE ACT

20.—(1) An application by an approved corporation for a monthly payment of the provincial subsidy under section 7 of the Act shall be made in triplicate in Form 4 and the application for each month shall be furnished to the Minister not later than the twentieth day of the following month. O. Reg. 165/65, s. 2.

(2) The amount to be paid by Ontario to an approved corporation under section 7 of the Act shall be computed in accordance with Form 4 and Form 7 and for the purpose of such computation the rate of 80 per cent in the said section 7 shall apply to the costs of services provided by a children's institution incurred on or after the 1st day of April, 1967. O. Reg. 165/65, s. 2; O. Reg. 399/67, s. 12 (1).

(3) For the purposes of Form 4 and Form 7,

- (a) "non-resident services" means the services provided for or on behalf of children who do not reside in a children's institution; and
- (b) "resident services" means the services provided for the care and maintenance of children who reside in a children's institution.

(4) For the purposes of Form 4 and Form 7, the resident and non-resident services provided by a children's institution and the expenditures necessary therefor are subject to approval by the Minister. O. Reg. 399/67, s. 12 (2).

ADMISSIONS OF CHILDREN TO  
CHILDREN'S INSTITUTIONS

21.—(1) Before admitting a child to a children's institution, the superintendent or board shall,

- (a) ensure that an application for admission is completed in Form 5;
- (b) obtain a consent and authorization in Form 6 signed by a parent of the child or by an officer of a children's aid society authorized for the purpose where the child is in the care and custody of a children's aid society under *The Child Welfare Act*; and
- (c) subject to subsection 2, ensure that the child has been given a medical examination by a physician, including a skin test for tuberculosis, and the physician has certified in writing that the child is free from active tuberculosis or other communicable or contagious disease.

(2) Where it is in the best interest of the welfare of a child that he be admitted to a children's institution and he cannot be medically examined or certified to be free from active tuberculosis or other communicable or contagious disease as required by clause c of subsection 1, the child may be admitted to the institution, provided he is kept in isolation from other residents until clause c of subsection 1 is complied with.

(3) A record of the medical examination of each child admitted to the institution shall be kept therein together with any recommendations made by the physician for medical treatment, immunization or for the special needs of the child. O. Reg. 279/63, s. 22.

## RECORDS AND RETURNS

22.—(1) The superintendent of a children's institution shall keep a written record and file for each resident. O. Reg. 279/63, s. 23 (1).

(2) The record shall set forth in respect of each resident,

- (a) his name, age and sex and his address prior to his admission to the institution;
- (b) the names, addresses and occupations of his parents;
- (c) his personal and family history;
- (d) the date and circumstances of and reasons for his admission to the institution;
- (e) the current terms of payment for the care and maintenance of the resident;
- (f) the documentary or other evidence examined or provided to establish the identity of the child and the parent of the child when he is admitted to the institution, and their relationships;
- (g) a record of all medical, X-ray, psychiatric, psychological or other similar examinations or tests, together with the findings and recommendations;
- (h) a record of all illnesses, accidents and admissions to hospitals;
- (i) observations on the conduct and behaviour of the resident while residing in the institution;
- (j) an account or history of any other matter that might affect the well-being or progress of the resident;
- (k) the date and circumstances when the resident is discharged from the institution;



- (l) the name and address of the person and relationship, if any, in whose charge the child was placed at the time of discharge or the name and address of the institution to which the child was discharged;
  - (m) where the resident dies, a report of the time, date and circumstances of the death, the name and address of the person, if any, who claims the body, the date that the notice of death is given to the coroner in accordance with section 12 and the name of the coroner;
  - (n) a statement of the future plans for the care and maintenance of each resident prepared every six months; and
  - (o) a detailed account of the services provided under section 16. O. Reg. 279/63, s. 23 (2); O. Reg. 399/67, s. 13.
- 23.—(1)** Each corporation shall keep separate books of account for each children's institution operated by it. O. Reg. 279/63, s. 24 (1); O. Reg. 148/68, s. 5 (1).

(2) The books of account shall,

- (a) set forth the revenue and expenditures of the institution;
- (b) contain a separate record of money received by the institution from sources other than under the Act; and
- (c) be audited annually by a licensed public accountant. O. Reg. 279/63, s. 24 (2); O. Reg. 399/67, s. 14 (1); O. Reg. 148/68, s. 5 (2).

(3) Each corporation shall keep a subsidiary ledger for the charges made and the payments received for the resident services and non-resident services provided by each children's institution operated by it. O. Reg. 399/67, s. 14 (2).

**24.** Each corporation shall furnish to the Minister for each children's institution maintained and operated by it,

- (a) not later than the 20th day of the months of April, July, October and January, a quarterly report in duplicate in Form 7 of net operating expenditures in respect of the immediately preceding three months;
- (b) not later than the last day of February of each year the complete financial statement of the institution for the immediately preceding calendar year, together with a report of a licensed public accountant and the report of the licensed public accountant shall state whether, in his opinion,

- (i) he has received all the information and explanations he has required,
  - (ii) the financial statement is in accordance with the books and records of the institution, and
  - (iii) the financial statement has been prepared in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year; and
- (c) such other financial and statistical information as the Minister may require. O. Reg. 399/67, s. 15.

RECOVERY BY A CORPORATION OR THE PROVINCE

**25.—(1)** A corporation is entitled to recover without interest from a parent of a resident or former resident of a children's institution or from the estate of the parent as a debt due to the corporation the amount of costs paid by the corporation on behalf of the parent, notwithstanding that a provincial subsidy has been paid in respect of the costs.

(2) The Crown in right of Ontario is subrogated to the right of the corporation to recover costs under subsection 1.

(3) Where costs in respect of which a provincial subsidy has been paid under section 7 of the Act are recovered under subsection 1 or 2, Ontario is entitled to the same percentage of the amount recovered as the percentage on which the contribution by Ontario to the corporation in respect of the amount recovered was based. O. Reg. 279/63, s. 26.

**Schedule 1**

1. Big Sister Association of Hamilton
2. Big Sister Association, Municipality of Metropolitan Toronto
3. The Boys' Home
4. Boys Village
5. Catholic Charities of London
6. Circle R Boys Ranch
7. Clifton House for Boys
8. Cornwall Youth Residence Inc.
9. Earls court Children's Home Board
10. The Family Service Agency of Hamilton

11. Fernie House
12. Girl's Group Home of London, Inc.
13. The Governing Council of the Salvation Army, Canada East
14. Grand Orange Lodge of Ontario East and West
15. Jewels for Jesus Mission Inc.
16. Jewish Family and Child Service of Metropolitan Toronto
17. Kiwanis Club of St. Thomas Inc.
18. The Kiwanis Club of Toronto
19. The Ladies Orange Benevolent Association of Ontario East and West
20. The Loyal True Blue Association
21. Lynwood Hall Children's Centre Board
22. Mangouch Lodge
23. Mennonite Central Committee, Ontario
24. Merrymount Children's Home
25. Mount St. Joseph
26. The Ontario District of the Lutheran Church—Missouri Synod
27. Opportunity House Incorporated
28. The Order of the Grey Nuns of the Cross, Sudbury
29. Order of the School Sisters of Notre Dame
30. The Order of the Sisters of the Good Shepherd
31. Orphans' Home and Widows' Friend Society
32. Parkhill Girls Home
33. Sisters of the Addolorata, Servants of Mary
34. Sisters of St. Joseph of the Diocese of North Bay
35. The Sisters of St. Joseph of the Diocese of Toronto in Upper Canada
36. St. Leonard's House, Windsor
37. United Community Services of Greater London
38. The Windsor Group Therapy Project
39. Yorklea Children's Lodges Incorporated
40. Youth Services Bureau of Ottawa; Bureau des

Services de la Jeunesse d'Ottawa. O. Reg. 279/63, Sched. 1; O. Reg. 350/66, s. 1; O. Reg. 180/67, s. 1; O. Reg. 399/67, s. 16; O. Reg. 148/68, s. 6; O. Reg. 347/68, s. 2; O. Reg. 135/69, s. 1; O. Reg. 482/69, s. 1; O. Reg. 153/70, s. 1; O. Reg. 556/70, s. 2.

## Schedule 2

1. The Boys' Home, 31 Woodycrest Avenue, Toronto
2. The Boys' Home, 1 Wroxeter Avenue, Toronto
3. Charlton Hall, 52-56 Charlton Avenue West, Hamilton
4. Circle R Boys Ranch, Cookstown
5. Clifton House for Boys, 2 Montcrest Boulevard, Toronto
6. Loyal True Blue and Orange Home, Richmond Hill
7. Merrymount Children's Home, 930 Richmond St., London
8. Notre Dame of St. Agatha, St. Agatha
9. Opportunity House, 11 Bowden Street, Toronto
10. Ottawa Youth Residence for Girls, 559 Parkdale Avenue, Ottawa
11. Parkhill Girls Home, Parkhill
12. St. Joseph's Boarding School, 235 Franklin Street, Fort William
13. Salvation Army Children's Home, 1132 Broadview Avenue, Toronto
14. The Salvation Army House of Concord, Concord
15. Servite Sisters Home for Children, 414 Booth Street, Ottawa
16. Yorklea Children's Lodge, 64 Everett Crescent, East York
17. Youville Home, 38 Xavier Street, Sudbury. O. Reg. 279/63, Sched. 2; O. Reg. 165/65, s. 5; O. Reg. 180/67, s. 2; O. Reg. 148/68, s. 7; O. Reg. 135/69, s. 2; O. Reg. 314/69, s. 1; O. Reg. 153/70, s. 2; O. Reg. 315/70, s. 1; O. Reg. 556/70, s. 3 (1).

## Schedule 3

1. Big Sister Residence, 138 Madison Avenue, Toronto

- |   |   |
|---|---|
| <p>2. Boys Village, 866 Dovercourt Road, Toronto</p> <p>3. Cornwall Youth Residence, 444 Mercier Avenue, Cornwall</p> <p>4. Craigwood, Ailsa Craig</p> <p>5. Craigwood Extension, 534 Princess Avenue, London</p> <p>6. Earls court Children's Home, 46 St. Clair Gardens, Toronto</p> <p>7. Girls' Group Home, 7 Belton Street, London</p> <p>8. Hardy Geddes House, 507 Queens Avenue, London</p> <p>9. Jewish Family and Child Services of Metropolitan Toronto, Group Home, 12 Conrad Avenue, Toronto</p> <p>10. Jewish Family and Child Services of Metropolitan Toronto, Group Home, 196 Keewatin Avenue, Toronto</p> <p>11. Lynwood Hall Children's Centre, Box 587, Upper Paradise Road at Mohawk, Hamilton</p> <p>12. Ottawa Youth Residence, 2887 Riverside Drive, Ottawa</p> | <p>13. Salvation Army Children's Village, 1340 Dundas Street East, London. O. Reg. 279/63, Sched. 3; O. Reg. 165/65, s. 5; O. Reg. 399/67, s. 17; O. Reg. 148/68, s. 8; O. Reg. 135/69, s. 3; O. Reg. 153/70, s. 3. O. Reg. 556/70, s. 3 (2).</p> |
|---|---|

#### Schedule 4

1. Boys Village, 1651 Sheppard Avenue West, Downsview
2. Madame Vanier Children's Services (Fontbonne Hall), 534 Queen's Ave., London
3. Maryvale Vocational School, 940 Prince Road, Windsor
4. Mount St. Joseph Centre, 354 King Street West, Hamilton
5. Sacred Heart Children's Village, 3275 St. Clair Avenue East, Scarborough
6. Sunnyside Children's Centre, Union Street West, Kingston. O. Reg. 350/66, s. 4; O. Reg. 399/67, s. 18.

#### Form 1

##### *The Children's Institutions Act*

#### APPLICATION FOR GRANT UNDER SECTION 5 OR 6 OF THE ACT

(Check (✓) where applicable)

1. The .....  
(name of corporation)

.....  
(address)

incorporated under Part III of *The Corporations Act* on ....., 19....,  
(date)

hereby applies for a grant under,

☐ Section 5

☐ Section 6

of the Act, in respect of,

#### UNDER SECTION 5

☐ the erection of a new building

☐ the erection of an addition to an existing building

#### UNDER SECTION 6

☐ the acquisition of a building

used or to be used as a children's institution,

(a) known or to be known as:

.....  
(name of institution)



(b) situated or to be situated at:

.....  
(address)

(c) consisting or to consist of.....building(s); and

(d) having or to have a total bed capacity of.....beds.

2. The estimated capital cost of the children's institution is as follows:

(a) <input type="checkbox"/> for the erection of the new building or addition,	}	..... \$.....
or		
<input type="checkbox"/> for the acquisition of the building		
(b) for land, where applicable.....		\$.....
(c) for furnishings and equipment.....		\$.....
TOTAL CAPITAL COST		\$ .....

3. The Corporation intends to finance this cost in the following manner:

(a) Provincial grant:

UNDER SECTION 5 OF THE ACT

<input type="checkbox"/> an amount equal to the capital cost of the new building or the addition, but not exceeding an amount based upon the bed capacity thereof at the rate of \$5,000 per bed; or	}	..... \$.....

UNDER SECTION 6 OF THE ACT

<input type="checkbox"/> an amount equal to the capital cost of acquiring the building, but not exceeding an amount based upon the bed capacity thereof at the rate of \$1,200 per bed.	}	..... \$.....

(b) Corporation funds..... \$.....

(c) TOTAL CAPITAL COST..... \$ .....

4. The Corporation expects that the building will be ready for use as a children's institution and occupancy on or about the.....day of....., 19....

Dated at....., this.....day of....., 19....

.....  
(signature of authorized officer of corporation)

.....  
(signature of authorized officer of corporation)

Form 2

The Children's Institutions Act

APPLICATION FOR PAYMENT OF GRANT UNDER SECTION 5 OR 6 OF THE ACT

(Check (✓) where applicable)

1. The .....  
(name of corporation)

.....  
(address)

hereby applies for payment of a grant under section 5 or 6 of *The Children's Institutions Act*, in the amount of,

\$.....

in accordance with the amount determined in,

- ☐ Schedule A (section 5) }  
☐ Schedule B (section 6) } to this Form.

2. The name and address of the children's institution is as follows:

.....  
(name of institution)

.....  
(address)

3. The children's institution,

- (a) consists or will consist of .....building(s);  
(b) has or will have a total bed capacity of .....beds; and  
(c) was or will be ready for use as a children's institution and occupancy on ....., 19....  
(date)

4. Application for the above grant was made in Form 1 on ....., 19....  
(date)

5. The information in Schedule A or B to this Form is true and correct.

Dated at ....., this .....day of ....., 19....

.....  
(signature of authorized officer of corporation)

.....  
(signature of authorized officer of corporation)

Schedule A

(Grant under Section 5 of the Act)

(Check (✓) where applicable)

1. Total bed capacity of ☐ new building }  
☐ addition } .....beds.

2. ☐ Estimated cost                      or                      ☐ Actual cost:
- (a) for construction ..... \$.....
- (b) for land ..... \$.....
- (c) for furnishings and equipment ..... \$..... \$.....
3. ....beds at \$5,000 per bed ..... \$.....

4. Total amount of Provincial grant—the lesser of items 2 and 3.....

\$

5. Payment applied for in this application:
- (a) ☐ An amount not exceeding \$1,666 per bed or one-third of item 4 where new building or addition is at least one-third complete.
- (b) ☐ A further amount not exceeding \$1,666 per bed or one-third of item 4 where new building or addition is at least two-thirds complete.
- (c) ☐ The balance of Provincial grant where new building or addition is complete and ready for use and occupancy and payments have been made under clauses *a* and *b*.
- (d) ☐ Total amount of Provincial grant—item 4 where new building or addition is complete and ready for use and occupancy and no payments have been made under clauses *a* and *b*.

NOTES:

1. Where application for payment is made under clause *a* or *b* of item 5 of Schedule A, the application shall be accompanied by the certificate of an architect or professional engineer in Form 3.
2. Where application for payment is made under clause *c* or *d* of item 5 of Schedule A, the application shall be accompanied by,
- (a) the certificate of an architect or professional engineer in Form 3; and
- (b) the report of an authorized officer of the board stating that the total of the unpaid accounts applicable to the erection or addition does not exceed the amount of the grant remaining to be paid, that the amount of the grant remaining to be paid will be applied first in payment of such unpaid accounts and, where applicable, that all refundable sales tax has been taken into account.

Schedule B

(Grant under Section 6 of the Act)

1. Total bed capacity of acquired building .....beds.
2. Actual cost of building ..... \$.....
3. ....beds at \$1,200 per bed ..... \$.....
4. Payment applied for—the lesser of items 2 and 3.....
- \$

NOTE:

Where application for payment is made under item 4 of Schedule B, the application shall be accompanied by;



- (a) the report of an authorized officer of the board stating that the total of the unpaid accounts applicable to the acquisition does not exceed the amount of the grant remaining to be paid, that the amount of the grant remaining to be paid will be applied first in payment of such unpaid accounts, and where applicable, that all refundable sales tax has been taken into account; and
- (b) the certificate of an architect or professional engineer in Form 3.

O. Reg. 279/63, Form 2; O. Reg. 165/65, s. 7; O. Reg. 399/67, s. 19; O. Reg. 556/70, s. 4.

**Form 3**

*The Children's Institutions Act*

**CERTIFICATE OF ARCHITECT OR PROFESSIONAL ENGINEER**

(Check (✓) where applicable)

I,....., a member in good standing of the:  
(full name)

- ☐ Ontario Association of Architects
- ☐ Association of Professional Engineers of the Province of Ontario

hereby certify:

1. That I have personally and carefully inspected the,

- ☐ new building being erected or erected; or
- ☐ addition to an existing building being erected or erected; or
- ☐ building acquired

by.....  
(name of corporation)

.....  
(address)

for use as a children's institution.

2. That the children's institution:

(a) is situated at.....  
(address)

(b) will consist or consists of.....building(s);

(c) will have or has a total bed capacity of.....beds;

(d) ☐ is a new building or an addition being erected and is at least one-third completed as of the date of the application of the corporation in Form 2; or

☐ is a new building or an addition being erected and is at least two-thirds completed as of the date of the application of the corporation in Form 2; or

☐ is a new building or an addition erected and completed and is ready for use and occupancy; or

☐ is an acquired building and is ready for use and occupancy.

3. That to the best of my knowledge, information and belief,

(a) the building conforms to:

- ☐ the plans and specifications,
- ☐ the structural sketch,

copies of which the authorized officers of the Corporation inform me were filed with the Minister and subsequently approved by him; and

(b) the capital cost of the building is as follows:

- (i) ☐ for the erection of the new building or addition, or ☐ for the acquisition of the building } ..... \$.....
- (ii) for land, where applicable ..... \$.....
- (iii) for furnishings and equipment ..... \$.....
- (iv) TOTAL CAPITAL COST ..... \$.....

Dated at....., this.....day of....., 19....

.....  
(signature)

.....  
(address of professional office)

O. Reg. 279/63, Form 3; O. Reg. 399/67, s. 20.

Form 4

*The Children’s Institutions Act*

APPLICATION FOR MONTHLY PAYMENT OF PROVINCIAL SUBSIDY  
UNDER SECTION 7 OF THE ACT

For the month of....., 19....

Name of children’s institution .....

Address .....

Name of corporation operating children’s institution .....

PART I: STATISTICAL

	Number of Resident Days			Revenue	
	Number of Residents Current Month	Current Month	Current Year to Date	Current Month	Current Year to Date
	(1)	(2)	(3)	(4)	(5)
1. Totals .....					
2. Residents of the institution,					
(a) whose full cost of care and maintenance is the responsibility of,					
(i) a children's aid society under <i>The Child Welfare Act</i> , or					
(ii) another public agency;					
(b) whose full cost of care and maintenance is payable by parent(s) and others.					
3. Sub-total—item 2					
4. Residents of the institution for the purposes of the Provincial subsidy (deduct 3 from 1)				\$	\$

PART II: COST OF SERVICES

(see Note 1)

5. Cost of Resident Services:

Multiply:

..... × ..... = \$.....

(number of resident days recorded in column 2 of item 4) (average daily cost of providing resident services) (see note 2)

6. Cost of providing non-resident services current year to date ..... \$.....

PART III: COMPUTATION OF PROVINCIAL SUBSIDY

*Resident Services*

7. 80% of cost of providing resident services (item 5 x 8/10) ..... \$.....



8. Deduct:

(a) Revenue (column 4 of item 4)..... \$.....

(b) Less: 20% of item 5..... \$.....

(c) Excess, if any, item 8(a) over item 8(b)..... \$.....

9. Provincial subsidy for current month..... \$.....

Non-Resident Services

10. Cost of providing services current year to date (item 6)..... \$.....

11. Less: Revenue for non-resident services to date..... \$.....

12. Balance..... \$.....

13. Provincial subsidy payable to date (80% of item 12)..... \$.....

14. Deduct: Total amount of subsidy payable current year prior to this application (Form 4, item 13 for immediately preceding month) \$.....

15. Provincial subsidy current month..... \$.....

16. Total Provincial subsidy current month (item 9 plus item 15)..... \$.....

17. Adjustment of revenue for prior periods (specify)..... \$.....

18. Total Provincial payment current month..... \$.....

PART IV: CERTIFICATE

We certify that, to the best of our knowledge and belief,

- (a) this application for Provincial subsidy is correct;
- (b) the amounts shown have been calculated in accordance with the regulations; and
- (c) this application is in agreement with the records of the institution.

Date....., 19....

.....  
(signature of authorized officer)

.....  
(signature of authorized officer)

NOTES:

1. Subsection 4 of section 20 of Regulation 88 of Revised Regulations of Ontario, 1970 reads as follows:  
“(4) For the purposes of Form 4 and Form 7, the resident and non-resident services provided by a children’s institution and the expenditures necessary therefor are subject to approval by the Minister.”
2. Insert the amount shown in item 14 of Form 7 for the immediately preceding quarter year.

Form 5

S. 21(1)(a)

The Children's Institutions Act

APPLICATION FOR ADMISSION OF A CHILD TO A CHILDREN'S INSTITUTION

I/We make application for the admission of the child named in this application to the:

.....  
(name of institution)

.....  
(address)

operated and maintained by:

.....  
(name of corporation)

and in support of this application I/we make the following statements:

1. NAME OF CHILD:

--	--	--	--	--	--	--	--	--	--	--	--	--

(surname)

--	--	--	--	--	--	--	--	--	--	--	--	--

(given names)

ADDRESS:

.....  
(number and street or R.R.)

.....  
(city, town, village or P.O.) (County, etc.)

AGE:

(a) present age in years.....

(b) date of birth.....  
(day) (month) (year)

(c) place of birth.....

(d) documentary or other evidence presented to establish date of birth of child

.....  
(type of evidence)

SEX:      ☐ Male                      ☐ Female

2. FAMILY OF CHILD:

Relationship	Full Name	Address	Occupation	Living or Deceased
Father				
Mother	Maiden Name			
Living brothers and sisters:			Age:	

3. (a) IS CHILD living with father or mother? ☐ Yes ☐ No

If "No", complete the following (except for a child referred to in 3 (b)):

- (i) Name of person or persons with whom child is living:  
.....
- (ii) Address: .....
- (iii) Relationship(s): .....
- (iv) Occupation(s): .....
- (v) Is this (are these) person(s) under a legal duty to provide for the child?  
☐ Yes ☐ No

If "No", give reasons: .....

(b) IS CHILD in the care and custody of a children's aid society under *The Child Welfare Act* or proposed for admission to the children's institution on the application of a society?

☐ Yes ☐ No

If "Yes", complete the following:

- (i) Name and address of society:  
.....  
.....
- (ii) Type of care or custody:  
☐ Crown Wardship  
☐ Wardship of a Children's Aid Society  
☐ Other (specify) .....

4. RESIDENCE: (State period(s) of residence of child in Ontario during the twelve months immediately preceding the date of his admission to the institution.)

(a) CHILD:

Province or Country	Municipality	Postal Address	Dates		With Whom?
			From	To	



(b) PARENT (where applicable):

Name of Parent	Province or Country	Municipality	Postal Address	Dates	
				From	To

5. (a) NAME AND ADDRESS of child's physician:

.....

(b) NAME AND ADDRESS of person to be notified in case of illness, accident or death:

.....

6. (a) STATE IN DETAIL REASONS WHY APPLICATION IS BEING MADE FOR ADMISSION OF CHILD TO THE CHILDREN'S INSTITUTION:

.....  
.....  
.....  
.....

(b) TYPE OF CARE REQUIRED:

.....  
.....

and attach statement or report of the psychological and medical findings, where applicable. (See section 2 of Regulation 88 of Revised Regulations of Ontario, 1970 for the Classes of Children's Institutions and the requirements relating thereto).

7. ARRANGEMENTS FOR PAYMENT OF THE COST OF CARE AND MAINTENANCE OF THE CHILD:

	Daily Amount
(a) To be paid by parent(s) .....	\$.....
(b) To be paid by Children's Aid Society .....	\$.....
(c) To be paid by a municipality (specify): .....	\$.....
(d) To be paid by other public agency (specify): .....	\$.....
(e) To be paid by other(s) (specify): .....	\$.....

(f) To be paid or assumed by Corporation . . . . . \$ . . . . .

TOTAL . . . . . \$ . . . . .

8. CERTIFICATE:

To the best of my/our knowledge, information and belief the answers I/we have given and the statements made in this application are true and correct and I/we have not knowingly withheld any information or relevant fact.

Dated at . . . . ., this . . . . . day of . . . . ., 19 . . . . .

.....  
 .....  
 ..... (signature(s) of parent(s) of child)  
 .....  
 ..... (witness)

OR

.....  
 ..... (signature of authorized officer of  
 children's aid society)  
 O. Reg. 165/65, s. 9; O. Reg. 148/68, s. 9.

**Form 6**

*The Children's Institutions Act*

CONSENT AND AUTHORIZATION OF PARENT OR CHILDREN'S AID SOCIETY

To the Board of: . . . . .  
 (name of corporation)

that operates and maintains the:

.....  
 (name of children's institution)

.....  
 (address)

1. I, . . . . .  
 (name) (address)

(check appropriate box)

☐ the father

☐ the mother

☐ the person in whose charge the child is (specify relationship):

.....

☐ an authorized officer of the Children's Aid Society of . . . . .

.....

(address)

CONSENT to the admission of:

.....  
(name of child) (last address)

to this children's institution.

AND I hereby authorize the Board that operates and maintains the children's institution or the superintendent thereof to secure on behalf of the above-named child, in accordance with his needs, all necessary medical and other related or ancillary services including those of immunization and surgery.

2. The child was born on:

..... at .....  
(month) (day) (year) (place of birth)

Dated at ....., this ..... day of ....., 19....

.....  
(signature of parent)  
OR  
.....  
(signature and title of authorized officer of  
children's aid society)

(TO BE COMPLETED BY SUPERINTENDENT OF CHILDREN'S INSTITUTION)

I certify that I have examined the following items of documentary or other evidence:

.....  
(list items examined)

and I am satisfied as to the identity of the above-named child and the parent or the person in whose charge the child is and their relationship to each other.

Date .....  
(signature of superintendent)

O. Reg. 279/63, Form 6.

Form 7

*The Children's Institutions Act*

QUARTERLY REPORT OF NET OPERATING EXPENDITURES

Name of children's institution. ....  
Address .....  
Name of corporation operating children's institution. ....  
For the Three Months Ending ....., 19....



PART I: NET OPERATING EXPENDITURES

(See Note 1)

	COLUMN 1	COLUMN 2	COLUMN 3
	Resident Services	Non-resident Services (institutions listed under Schedule 4 only) (see note 2)	Total
A. Net operating expenditures for the current year to date:			
1. Physical and personal needs of children, including food, medical, clothing and other needs....	\$	\$	\$
2. Education including teachers' salaries and staff benefits but not including transportation costs or fees paid to school boards.....			
3. Salaries and staff benefits exclusive of teachers' salaries and staff benefits.....			
4. Consulting or other specialist fees (other than medical, dental or educational).....			
5. Accommodation.....			
6. Administration.....			
7. Replacement of furnishings and equipment....			
8. Other, specify.....			
9. Sub-total (items 1 to 8, both inclusive).....	\$	\$	\$
10. Deduct: Miscellaneous operating revenues.....			
11. Net operating expenditures for the current year to date.....			
B. Net operating expenditures for current quarter year:			
12. Deduct: Previous net operating expenditures for the current year to date (item 11 of Form 7 of the immediately preceding quarter year).....			
13. Net operating expenditures for current quarter..	\$	\$	\$

PART II:

AVERAGE DAILY COST OF RESIDENT SERVICES DURING CURRENT QUARTER YEAR

14. A. Cost of resident services in current quarter year (column 1, item 13 above) ..... \$.....
- B. Total days care for all residents in the institution current quarter (column 2 of item 1 of Form 4 for each month of current quarter year)..... \$.....
- Average daily cost  $A \div B =$ ..... \$.....

PART III: CERTIFICATE

15. We certify that, to the best of our knowledge and belief, the net expenditures reported in Part I and the total days care reported in Part II above are correct and in agreement with the books and records of the institution.

Date....., 19....

.....  
(signature of authorized officer)

.....  
(signature of authorized officer)

NOTES:

1. Subsection 4 of section 20 of Regulation 88 of Revised Regulations of Ontario, 1970 reads as follows:
- “(4) For the purposes of Form 4 and Form 7, the resident and non-resident services provided by a children’s institution and the expenditures necessary therefor are subject to approval by the Minister.”
2. Include only the cost of non-resident services provided by children’s institutions listed under Schedule 4 of Regulation 88 of Revised Regulations of Ontario, 1970 for the purposes of computing payments by the Province under section 7 of the Act.

O. Reg. 339/67, s. 22; O. Reg. 148/68, s. 10.





REGULATION 89

under The Children's Mental Hospitals Act

GENERAL

1. In this Regulation, "hospital" means "a hospital under this Act" as defined in the Act. R.R.O. 1960, Reg. 52, s. 1.

2. The hospitals listed in the Schedule are designated as hospitals. R.R.O. 1960, Reg. 52, s. 2, *revised*.

3. Sections 7, 8, 9, 10 and 11 of *The Mental Hospitals Act* apply to hospitals. R.R.O. 1960, Reg. 52, s. 3, *revised*.

4.—(1) An application for admission as a patient shall be made to the superintendent of the hospital in Form 1.

(2) No person shall present himself or any other person to a hospital for admission until the superintendent has given notice that accommodation is available. R.R.O. 1960, Reg. 52, s. 4.

5.—(1) Where a patient is no longer in need of treatment in a hospital, the attending physician shall write an order that the patient be discharged and thereupon the patient shall be deemed to be discharged.

(2) Where a patient is discharged, his parent or guardian shall remove him from the hospital but, at the request of his parent or guardian and with the approval of the superintendent, the patient may remain in the hospital for a further period not exceeding twenty-four hours. R.R.O. 1960, Reg. 52, s. 5.

6. Where any patient leaves a hospital, or is taken away by some person other than his parent or guardian from a hospital, without the permission of the superintendent or a member of the staff, the superintendent shall notify the chief of police or other senior officer of the police force in the municipality in which the hospital is located. R.R.O. 1960, Reg. 52, s. 6, *revised*.

7. Where a patient requires hospital treatment that cannot be supplied in a hospital, the superintendent may, with the consent of the parent or guardian of the patient in Form 2, transfer the patient to a hospital approved under *The Public Hospitals Act* for the treatment and shall return the patient to the hospital when he has received such treatment as is necessary. R.R.O. 1960, Reg. 52, s. 7.

Schedule

ITEM	LOCATION	NAME
1.	London	Children's Psychiatric Research Institute
2.	Rexdale	Thistletown Regional Centre for Children and Adolescents
3.	Toronto	Mental Retardation Centre

O. Reg. 476/69, s. 1, *revised*.

Form 1

*The Children's Mental Hospitals Act*

APPLICATION FOR ADMISSION

I hereby request the admission of

.....  
(name of patient in full)

who is my ..... and consent to  
(state relationship of patient)  
his being detained if he attempts to leave the hospital.

I hereby consent to any form of medical treatment, diagnostic procedure, active immunization, surgical operation or administration of anaesthetics, that the attending physician or the hospital staff from time to time considers necessary or advisable in the interest of the patient. I also consent to the disclosure of information necessary to support any claims for insurance or hospitalization benefits.

I hereby consent that the above-named patient may take part in activities outside the hospital such as swimming at a public pool, picnics, visits to local shops and other activities, in the company and under the supervision of one or more members of the hospital staff. I also agree that near the end of the course of treatment and as preparation for discharge the above-named patient may be allowed off the hospital grounds unaccompanied at the discretion of the physician in charge.

I agree to assume responsibility for his removal and care upon being given seven days notice in writing of his discharge.

.....  
(signature of parent)  
or guardian)

.....  
(address)

WITNESS:

.....

Date.....,19....

R.R.O. 1960, Reg, 52, Form 1, *revised*.

**Form 2**

*The Children's Mental Hospitals Act*

CONSENT TO TRANSFER TO A PUBLIC  
HOSPITAL AND TO TREATMENT

I hereby consent to the transfer of

.....  
(name of patient in full)

who is my..... to the  
(state relationship of patient)

....., at any time during the  
(public hospital)

period of treatment at .....  
(hospital)

for such diagnostic or treatment procedures that the attending physician or the hospital staff considers necessary or advisable in the interests of the patient, and I further consent to any form of medical treatment, diagnostic procedures, active immunization, surgical operation or administration of anaesthesia that the attending physician, or surgeon, or staff of

.....from time to time con-  
(public hospital)

siders necessary or advisable in the interests of the patient and I agree to conform strictly with the rules

of the.....  
(public hospital)

.....  
(signature of parent  
or guardian)

.....  
(address)

WITNESS:

.....

Date.....,19....

R.R.O. 1960, Reg. 52, Form 2, *revised*.

## REGULATION 90

### under The Chiroprody Act

#### GENERAL

##### INTERPRETATION

1. In this Regulation, "secretary-treasurer" means secretary-treasurer of the Board. R.R.O. 1960, Reg. 53, s. 1.

##### REGISTRATION

2. The secretary-treasurer shall maintain a register of persons admitted to practise as chiroprodists. R.R.O. 1960, Reg. 53, s. 2.

3.—(1) The secretary-treasurer shall register as a chiroprodist any person who,

- (a) is of good moral character;
- (b) is at least twenty-one years of age;
- (c) has passed the examination prescribed by section 12;
- (d) presents evidence that he has completed at least three months clinical experience in chiroprody under the supervision of a registered chiroprodist; and
- (e) has paid the registration fee prescribed by clause *a* of section 7.

(2) The secretary-treasurer shall register any person who,

- (a) is registered as a chiroprodist in a jurisdiction,
  - (i) outside Ontario under provisions similar to this Regulation, and
  - (ii) in which persons registered as chiroprodists under the Act may register without examination; and
- (b) pays a registration fee of \$60. R.R.O. 1960, Reg. 53, s. 3.

4. The secretary-treasurer shall issue a certificate,

- (a) of registration in Form 1 to a chiroprodist who is registered; and
- (b) of renewal of registration in Form 2 to a chiroprodist whose registration is renewed. R.R.O. 1960, Reg. 53, s. 4.

5.—(1) The registration of a chiroprodist expires with the first Monday in February in each year.

(2) The secretary-treasurer shall renew the registration for one year where the chiroprodist pays the renewal fee prescribed by clause *b* of section 7. R.R.O. 1960, Reg. 53, s. 5.

6.—(1) Where a chiroprodist fails to pay the renewal fee on or before the expiry date, the secretary-treasurer shall notify the chiroprodist by registered mail addressed to his last known address on the register that his registration has expired.

(2) Where a chiroprodist whose registration has expired pays the fee prescribed by clause *c* of section 7, the secretary-treasurer shall register the chiroprodist. R.R.O. 1960, Reg. 53, s. 6.

7. The fees to be paid by a chiroprodist are,

- (a) on registration, \$5;
- (b) on renewal of registration, \$60; and
- (c) where his registration has expired and the chiroprodist has failed to pay his renewal fee within thirty days after the date of expiry, for each year or part of a year that has passed since the date of expiry, \$20. R.R.O. 1960, Reg. 53, s. 7.

##### DISCIPLINE

8.—(1) A chiroprodist shall,

- (a) not hold himself out as a chiroprodist in a manner that is misleading, unethical or unprofessional;
- (b) confine all advertisements to his name, address and telephone number in a uniform list in newspapers, magazines, directories and similar media under the heading "chiroprodist" or "podiatrist";
- (c) not use any title or affix, except,
  - (i) his degree or degrees, and
  - (ii) the word "chiroprodist" or "podiatrist";
- (d) not use a designation that does not include his name;
- (e) not offer in any manner to guarantee a cure; and



(f) display his name conspicuously at his place of business.

(2) No chiropodist shall practise in the employment of or in association with a commercial business, or in a manner that is likely to appear to the public to be in the employment of or in association with a commercial business, other than to treat the employees of the business.

(3) Subsection 2 does not affect an agreement existing on the 11th day of February, 1958. R.R.O. 1960, Reg. 53, s. 8.

9.—(1) The Board may, after a hearing, suspend or cancel the registration of any chiropodist found to have been,

(a) guilty of misconduct or any violation of the Act or this Regulation; or

(b) ignorant or incompetent.

(2) Before holding a hearing, the Board shall send by registered mail to the chiropodist at his last known address on the register a notice,

(a) giving the details of the alleged misconduct, violation, ignorance or incompetence and the nature of the evidence in support thereof; and

(b) appointing the date, time and place for the hearing.

(3) The Board shall allow at least ten clear days between the date of sending the notice and the date of the hearing.

(4) If the chiropodist fails to attend the hearing on the date and at the time and place appointed, the hearing may proceed and a decision may be made in his absence.

(5) At the hearing, the chiropodist is entitled to hear the evidence against him, to cross-examine thereon, to call witnesses in his behalf and to present his argument.

(6) The chiropodist may be represented at the hearing by counsel or by an agent.

(7) Where the Board decides to suspend the registration, the period of suspension shall not be longer than thirty days. R.R.O. 1960, Reg. 53, s. 9.

10.—(1) The Board may appoint an inspector for the investigation of complaints made against a chiropodist.

(2) The inspector shall investigate a written complaint that a registered chiropodist has been guilty of misconduct or displayed such ignorance or incom-

petence as to render it desirable in the public interest that his registration be cancelled or suspended.

(3) The Board shall pay the salary and expenses of the inspector out of funds at the disposal of the Board. R.R.O. 1960, Reg. 53, s. 10.

11.—(1) The Board may appoint a chiropodist to investigate or assist the inspector in investigating a complaint.

(2) A chiropodist appointed under subsection 1 shall be paid,

(a) a fee not exceeding \$50; and

(b) the actual amount spent in travelling and living expenses. R.R.O. 1960, Reg. 53, s. 11.

#### EXAMINATIONS

12.—(1) The Board shall conduct or cause to be conducted examinations at least once a year.

(2) The Board shall conduct or cause to be conducted supplemental examinations within four months after each examination under subsection 1.

(3) The subjects for examination,

(a) shall,

(i) be limited in their scope to cover only the requirements for chiropody, and

(ii) require such medical and surgical knowledge as is required for the practice of chiropody; and

(b) may be written, oral or clinical.

(4) The subjects for examination are,

(a) anatomy and histology;

(b) bacteriology;

(c) chemistry, materia medica and therapeutics;

(d) clinical chiropody and technique;

(e) dermatology and syphilology;

(f) hygiene and sanitation;

(g) pathology;

(h) physiology; and

(i) X-ray and diagnosis. R.R.O. 1960, Reg. 53, s. 12.

13.—(1) The Board shall appoint at least two chiropodists as examiners, one of whom shall be a member of the Board.

(2) The Board shall cause the examiners to prescribe the examinations for the admission of chiropodists to practise in Ontario upon the subjects set out in subsection 4 of section 12.

(3) The examiners shall submit to the Board the examinations prescribed under subsection 2.

(4) If the Board approves the examinations submitted under subsection 3, the examiners shall examine the applicants in accordance with the prescribed examinations at a time and place determined by the Board. R.R.O. 1960, Reg. 53, s. 13.

14. The Board shall,

- (a) review all examination marks given to an applicant and the papers written by him; and
- (b) approve a mark given by the examiners or order the re-examination of the applicant. R.R.O. 1960, Reg. 53, s. 14.

15.—(1) Examiners appointed under this Regulation shall receive a total fee of,

- (a) \$50 in respect of each applicant trying the annual examinations; and
- (b) \$25 in respect of each applicant being re-examined.

(2) The fees payable to the examiners under subsection 1 shall be divided equally among the examiners. R.R.O. 1960, Reg. 53, s. 15.

16.—(1) Any person who,

- (a) is of good moral character;
- (b) has Grade 13 standing in nine papers including physics, chemistry, botany and zoology or an equivalent standing as determined by the Minister of Education; and
- (c) has graduated from a school or college referred to in section 20,

may apply to the secretary-treasurer as a candidate for the examinations.

(2) Application for examination shall be made in Form 3 to the secretary-treasurer at least fifteen days before the examination is to be held.

(3) The application shall be accompanied by,

- (a) two character references from persons who are not related to the applicant by blood or marriage;

(b) evidence of Grade 13 standing in nine papers including physics, chemistry, botany and zoology or an equivalent standing as determined by the Minister of Education;

(c) a certificate in Form 4 from the head of the teaching staff of a school, college or university approved by the Board;

(d) a certificate in Form 5 signed by a chiropodist;

(e) a diploma or certificate or a photostatic copy thereof from a school, college or university approved by the Board;

(f) the prescribed examination fee; and

(g) an unmounted photograph of the applicant,

(i) not larger than 3½ inches by 5 inches,

(ii) taken within three months of the date of the application, and

(iii) certified by the head of the teaching staff of the school, college or university referred to in clause c, or by two chiropodists, to be a true photograph of the applicant.

(4) The Board shall review the application and, if it complies with this Regulation, the Board shall cause the secretary-treasurer to notify the candidate of the time and place fixed for the examination. R.R.O. 1960, Reg. 53, s. 16.

17.—(1) A person who has,

(a) been notified under section 16; and

(b) paid the fee prescribed by section 19,

may try the examinations.

(2) An applicant passes the examinations if he obtains,

(a) at least 55 per cent of the total marks in each subject; and

(b) an average of at least 60 per cent of the total marks of all subjects.

(3) A person who has,

(a) tried the examinations;

(b) failed in three subjects or fewer; and

(c) paid the fee prescribed by section 19,

may be re-examined in the subjects in which he has failed.



(4) Where an applicant fails in one or more subjects upon re-examination under subsection 3, he shall not be re-examined further. R.R.O. 1960, Reg. 53, s. 17.

18. A person who is trying an examination or re-examination shall be allowed not less than,

- (a) 1½ hours for each subject written; and
- (b) thirty minutes for an oral examination in any subject for which an oral examination is required. R.R.O. 1960, Reg. 53, s. 18.

19. A person shall pay on examination a fee of,

- (a) \$100 for examination tried under subsection 1 of section 17; and
- (b) \$20 for each subject at a re-examination under subsection 3 of section 17. R.R.O. 1960, Reg. 53, s. 19.

#### APPROVED SCHOOLS

20. The Board shall not approve a school, college or university unless it,

- (a) requires a candidate for admission to have Grade 13 standing in nine papers including physics, chemistry, botany and zoology or an equivalent standing as determined by the Minister of Education;
- (b) gives a four-year course of instruction in chiropody; and
- (c) is accredited by the Council on Education of The Canadian Association of Chiropodists. R.R.O. 1960, Reg. 53, s. 20.

#### PROCEDURE OF THE BOARD

21.—(1) The chairman shall,

- (a) subject to subsection 2, preside at all meetings of the Board;
- (b) sign the minutes of each meeting when approved by the Board; and
- (c) carry out the duties assigned to him by the Board.

(2) If the chairman is absent from a meeting of the Board, the vice-chairman shall preside at the meeting. R.R.O. 1960, Reg. 53, s. 21.

22.—(1) Three members of the Board constitute a quorum.

(2) If a vote at a meeting of the Board is tied, the person presiding at the meeting shall have a second vote. R.R.O. 1960, Reg. 53, s. 22.

23.—(1) The chairman may call a meeting of the Board but shall call a meeting upon the written request of two members.

(2) The chairman shall give the secretary-treasurer two weeks notice of each meeting called. R.R.O. 1960, Reg. 53, s. 23.

24. At least one week before a meeting of the Board, the secretary-treasurer shall give notice of the meeting in writing to each member of the Board. R.R.O. 1960, Reg. 53, s. 24.

25.—(1) The secretary-treasurer shall,

- (a) prepare before the 1st day of March in each year a list, in alphabetical order, of all chiropodists on the register with their addresses; and
- (b) submit the list to the chairman.

(2) If the chairman approves the list, the secretary-treasurer shall send a copy of the list to each chiropodist. R.R.O. 1960, Reg. 53, s. 25.

26. A member of the Board may inspect at any time the books, records or correspondence of the Board in the possession of the secretary-treasurer. R.R.O. 1960, Reg. 53, s. 26.

27. The secretary-treasurer is responsible for,

- (a) the correspondence of the Board;
- (b) taking and keeping the minutes of all meetings of the Board;
- (c) keeping the books of account;
- (d) receiving and depositing to the credit of the Board in a bank designated by the Board all money paid to the Board;
- (e) keeping a record of the results of all examinations and re-examinations; and
- (f) carrying out all instructions of the Board. R.R.O. 1960, Reg. 53, s. 27.

28. The fiscal year of the Board ends with the 31st day of December in each year. R.R.O. 1960, Reg. 53, s. 28.

29.—(1) The Board shall appoint a person other than a chiropodist as an auditor.

(2) The auditor shall audit all books and records of the Board after the first Monday in February and before the 7th day of March in each year. R.R.O. 1960, Reg. 53, s. 29.

#### ALLOWANCE FOR BOARD

30.—(1) Members of the Board shall be paid,



- (a) a per day allowance of \$10; and
- (b) the amount actually spent for travelling and living expenses,
- while engaged on business of the Board.

(2) In lieu of the per day allowance paid under clause a of subsection 1, the secretary-treasurer shall be paid such compensation as the Board from time to time determines.

(3) The Board may employ such persons and services as are required and may pay the salaries, fees and expenses of the person out of the funds at the disposal of the Board. R.R.O. 1960, Reg. 53, s. 30.

Form 1

The Chiropody Act

CERTIFICATE OF REGISTRATION  
AS A CHIROPODIST

Certificate No.....

This is to certify that under *The Chiropody Act*,  
and the regulations,.....  
(name)

is registered as a chiropodist.

Dated.....day of....., 19..

.....  
Secretary-Treasurer of Board of  
Chiropodists

R.R.O. 1960, Reg. 53, Form 1.

Form 2

The Chiropody Act

CERTIFICATE OF RENEWAL OF  
REGISTRATION

19....

No..... Date.....

This is to certify that the registration of  
.....  
(name)

as a chiropodist has been renewed for the year ending  
with the first Monday in February, 19....

.....  
Secretary-Treasurer of Board of  
Chiropodists

R.R.O. 1960, Reg. 53, Form 2.

Form 3

The Chiropody Act

APPLICATION AS A CANDIDATE  
FOR EXAMINATION

To: The Secretary-Treasurer,  
Board of Chiropodists,  
Address.....

I apply for registration as a chiropodist and in  
support thereof submit the following information:

1. Name.....  
(surname) (given names in full)
2. Place and date of birth.....
3. British subject.....  
(yes or no)
4. Home address.....
5. Business address.....
6. I have practised in.....  
(address)  
from.....  
(date)  
to.....  
(date)
7. I am a member of.....  
(Association of Chiropodists)  
.....
8. I am licensed or registered to practise chiropody in  
.....  
(province or state)
9. My preliminary educational qualifications are  
.....  
.....
10. Chiropody Schools, Colleges or Universities  
attended.....
11. Length of course.....  
(years) (months) (hours)
12. Date entered..... Date graduated.....
13. The certificate or diploma..... in Chiropody  
was conferred on me by the.....  
(name of school)

on.....day of....., 19....

14. Post-graduate courses.....

.....

Date of Application.....

I certify that the information in this application is true.

.....  
(signature of applicant)

R.R.O. 1960, Reg. 53, Form 3.

Form 4

*The Chiropractic Act*

CERTIFICATE OF EDUCATION  
IN CHIROPODY

I certify that.....  
(name of applicant)

attended.....  
(name of school, college or university)

.....  
(address of school, college or university)

and received from this school, college or university on  
the.....day of....., 19..

a diploma or certificate in chiropractic.....  
(date of degree or diploma)

conferring.....

Dated at.....this day of  
....., 19....

.....  
(signature of head of  
teaching staff)

.....  
(name of school, college  
or university)

R.R.O. 1960, Reg. 53, Form 4.

Form 5

*The Chiropractic Act*

CERTIFICATE OF INTERNSHIP

I,.....,

a registered chiropractor, certify that.....  
(name of

.....has completed.....  
applicant)

months of clinical experience as a chiropractor under  
my supervision.

Dated....., 19....

.....  
(signature of chiropractor)

.....  
(address of chiropractor)

R.R.O. 1960, Reg. 53, Form 5.

REGULATION 91

under The Collection Agencies Act

GENERAL

FORMS

1.—(1) An application for a licence as a collection agency shall be in Form 1.

(2) An application for a licence for a branch office of a collection agency shall be in Form 2.

(3) An application for a licence as a collector shall be in Form 3.

(4) An application for a renewal of a licence as a collection agency shall be in Form 4.

(5) An application for a renewal of a licence for a branch office of a collection agency shall be in Form 5.

(6) An application for a renewal of a licence as a collector shall be in Form 6.. R.R.O. 1960. Reg. 54, s. 1.

2.—(1) A licence as a collection agency shall be in Form 7.

(2) A licence for a branch office of a collection agency shall be in Form 8.

(3) A licence as a collector shall be in Form 9. R.R.O. 1960, Reg. 54, s. 2

3. The bond to accompany an application for a licence as a collection agency shall be,

(a) in Form 10 for the bond of a guarantee company;

(b) in Form 11 for a personal bond; or

(c) in Form 12 for the bond of a guarantor other than a guarantee company. R.R.O. 1960, Reg. 54, s. 3.

FEES

4. The following fees shall be paid to the registrar:

1. Upon application for a licence that is not a renewal. . . . . \$15

2. For a licence or renewal thereof as a collection agency where the average monthly gross income of the collection agency from commissions for the six months ending with the 31st day of December preceding the date of the

application for the licence or renewal was,

(a) \$150 or less a month. . . . . 10

(b) over \$150 a month. . . . . 25

3. For a licence or renewal thereof for a branch office of a collection agency.. 10

4. For a licence or renewal thereof as a collector. . . . . 5

R.R.O. 1960, Reg. 54, s. 4.

SECURITY

5.—(1) The amount of the bond shall be based upon the amount of money collected by the collection agency in the year immediately preceding the date of the application for a licence.

(2) Where the amount collected was,

(a) under \$10,000 the amount of the bond shall be \$1,000;

(b) \$10,000 but under \$20,000 the amount of the bond shall be \$2,000;

(c) \$20,000 but under \$30,000 the amount of the bond shall be \$3,000;

(d) \$30,000 but under \$40,000 the amount of the bond shall be \$4,000;

(e) \$40,000 but under \$50,000 the amount of the bond shall be \$5,000;

(f) \$50,000 but under \$60,000 the amount of the bond shall be \$6,000;

(g) \$60,000 but under \$70,000 the amount of the bond shall be \$7,000;

(h) \$70,000 but under \$80,000 the amount of the bond shall be \$8,000;

(i) \$80,000 but under \$90,000 the amount of the bond shall be \$9,000; or

(j) \$90,000 or more the amount of the bond shall be \$10,000. R.R.O. 1960, Reg. 54, s. 5.

6. The classes of negotiable security that may be accepted as collateral security for a bond are,



- (a) bonds issued or guaranteed by Canada; and
- (b) bonds issued or guaranteed by any province of Canada. R.R.O. 1960, Reg. 54, s. 6.

RETURNS

7. The Superintendent may require a collection agency to make a return of accounts in Form 13. R.R.O. 1960, Reg. 54, s. 7.

Form 1

*The Collection Agencies Act*

APPLICATION FOR  
COLLECTION AGENCY LICENCE

Date of Application....., 19....

Application of

.....  
(name under which business will be carried on)

The undersigned applies to the Registrar for a licence as a collection agency under *The Collection Agencies Act* and for the purpose of procuring the licence gives the following information:

1. The applicant is an individual and will carry on business alone. His name in full, being the name under which he proposes to carry on the business of a collection agency, and his business and home addresses and telephone numbers, are set out below.

OR

2. The applicant is a partnership and the name under which the partnership proposes to carry on the business of a collection agency, the address of the main office, the names in full and the business and home addresses of every partner and limited partner and the office (if any) held by each and telephone numbers, are set out below.

OR

3. The applicant is a corporation. The name of the company, its chief office in Ontario, the names and addresses of its directors and officials, and telephone numbers are set out below:

Name in Full	Residence Address	City or Town	Residence Tel. No.

Business address of individual, partnership or corporation.....

Business telephone No.....

4. Address for service in Ontario:
5. Ontario branches (if any):
6. What were the average monthly gross commissions of the applicant for the six months immediately preceding the date of this application?
7. Have you heretofore been licensed or applied for licence as a collection agency? If so, give particulars:
8. Have you ever been refused a licence or has your licence been revoked or suspended in any province or state? If so, give particulars:
9. The following is a short business record, during the past three years of,

(a) the applicant (individual); or

(b) each partner of the applicant-partnership and of the partnership; or

(c) each officer of the applicant-company and of the company:
10. The age and nationality of each person named in item 9 are:
11. During the year immediately prior to the date of this application, the place of residence of the applicant (individual), or each partner of the applicant-partnership, or each officer of the applicant-corporation, was as follows:
12. Will you be engaged, occupied or employed in any business other than a collection agency? If so, give particulars:
13. To each of the following named persons the business reputation of the applicant is well

known, and reference may be made to them for further information:

Name	City or Town	Street Address	Business or Occupation

NOTE: At least three names must be given.

14. The applicant has credit at the following bank: (state branch) If no credit arranged, state bank and branch through which business is transacted:
15. Have you arranged to keep proper records and books of account as required by section 19 of the Act?
16. Have you a separate trust account as required by section 18 of the Act?
17. Is there any unpaid judgment against the applicant, partners, directors or officials? If so, give particulars:
18. Has the applicant or any partner of the applicant-partnership, or any director or officer of the applicant-corporation, or the corporation, been charged, indicted or convicted under any law of any country, or state or province thereof, for fraud or theft or named in any injunction in connection with proceedings taken on account of fraud or theft, or are there any proceedings now pending that may lead to a conviction or injunction? If so, give particulars:
19. Which of the applicant's employees, directors or officials will be a collector?

The applicant asks for a licence for the year ending on the 31st day of March, 19...

.....  
(witness)

.....  
(address of witness)

By.....  
.....  
.....

AFFIDAVIT

(By individual applicant, or by one of the partners or officers, as case may be)

Province of Ontario

County of.....

To Wit:

I,.....  
of the.....  
in the County of.....  
.....  
make oath and say:

1. I am the applicant (or a partner or officer of the applicant) herein for a licence as a collection agency and I signed the foregoing application.
2. The information given by me in the application is true.

SWORN before me at the  
.....in the  
County of.....  
this.....day  
of....., 19....  
A Commissioner, etc.

R.R.O. 1960, Reg. 54. Form 1.

Form 2

*The Collection Agencies Act*

APPLICATION FOR LICENCE FOR BRANCH OFFICE OF A COLLECTION AGENCY

1. The undersigned applies for a licence for a branch office of a collection agency of the  
.....  
Collection Agency.
2. The address of the branch office is.....  
.....
3. The following are the names and residence-addresses of the manager and other officials of the Collection Agency employed in the branch office:
4. The following is a short business record for the past three years of the manager and officials:

5. I hereby certify that, to the best of my knowledge and belief, the manager and any of the officials employed in the branch office have not been convicted of any offence under the *Criminal Code* (Canada), except as follows:

6. Give detailed particulars of the manager and officials of the branch office:

.....  
(surname) (given names in full)

Male or Female.....Age.....Height.....

Weight.....Build.....Complexion.....

Colour Eyes.....Colour Hair.....

Distinguishing Marks.....

Married }  
Single }

.....

Signature of Applicant.....

.....  
(surname) (given names in full)

Male or Female.....Age.....Height.....

Weight.....Build.....Complexion.....

Colour Eyes.....Colour Hair.....

Distinguishing Marks.....

Married }  
Single }

.....

Signature of Applicant.....

.....  
(surname) (given names in full)

Male or Female.....Age.....Height.....

Weight.....Build.....Complexion.....

Colour Eyes.....Colour Hair.....

Distinguishing Marks.....

Married }  
Single }

.....

Signature of Applicant.....

Date.....  
.....  
(signature of collection agency)

I,.....of.....  
in the County of....., make oath  
and say:

1. I am the applicant (or partner or officer of the applicant) herein for a licence for a branch office of a collection agency and I signed the foregoing application.

2. The information given by me in the application is true.

SWORN before me at.....  
in the County of.....  
this.....day of.....  
19.....

A Commissioner, etc.

R.R.O. 1960, Reg. 54, Form 2.

Form 3

*The Collection Agencies Act*

APPLICATION FOR A COLLECTOR'S LICENCE

Date of application....., 19....

Application of  
.....  
for licence as collector of  
.....  
(name of employer)

I,....., hereby make application  
for a licence under *The Collection Agencies Act* as a  
collector of.....  
a licensed Collection Agency, and in support of this  
application give the following information:

1. During the year immediately prior to the date of this application I have resided at the following places:

2. My residence address for service in Ontario  
is.....  
(city, street and number)

3. My country of birth is.....

4. My nationality is.....

5. I am 

single  
married.

 Number of persons, if  
any, depending on me  
for support:  
.....

6. Will you be engaged or employed in any business or occupation other than a collector? If so, give particulars:



7. Following are particulars of my occupation during the past three years:

Name and Address of Employer	Nature of Business of Employer	Nature of my Employment

Period of Employment From: To: (give exact dates)	My Residence during the employment (give street and number)

8. Have you ever been convicted of a criminal offence? .....

If so, give particulars .....

9. Has any judgment been rendered against you in any civil court for damages arising from fraud? .....

If so, give particulars .....

10. Have you ever been discharged by an employer for cause involving any criminal offence, or fraud in connection with collection of accounts? .....

If so, give particulars .....

11. i. Have you ever been licensed as a collector in Ontario or elsewhere? .....

ii. Has any licence been refused you, or suspended or cancelled? .....

If so, give particulars .....

12. Detailed description of applicant:

Age.....Height.....Hair.....Eyes.....

Complexion.....Weight.....Build.....

Special Marks.....

Witness..... Applicant.....

Address of witness .....

AFFIDAVIT

Province of Ontario | I,.....,

County of..... | of the.....

To Wit: | in the County of.....,

make oath and say:

1. I am the applicant herein for a licence as a collector, and I signed the foregoing application.

2. The information given by me in the application is true.

SWORN before me at the.....

in the County of.....

this.....day of....., 19....

A Commissioner, etc.

CERTIFICATE OF EMPLOYER

TO THE REGISTRAR:

I, .....(name of intended employer) hereby certify that the information given

by.....(name of applicant) in the foregoing application is to the best of my knowledge and belief true, and request that the application be granted.

.....  
(employer)

By.....  
.....  
(title of official signing)

.....  
.....  
(address of employer)  
R.R.O. 1960, Reg. 54, Form 3.

**Form 4**

*The Collection Agencies Act*

APPLICATION FOR RENEWAL OF A  
COLLECTION AGENCY LICENCE

The undersigned hereby applies for a renewal of  
licence as a collection agency and furnishes the follow-  
ing information in support thereof:

1. Name of applicant .....
2. Address .....
3. i. Branch Office, if any.....  
ii. Names and addresses of branch managers..  
.....
4. Name and residence address of applicant  
(individual) or each partner of applicant-partner-  
ship, or each officer of the applicant-corporation:
5. Statement of any change in the facts set out in the  
application for licence or any prior application  
for renewal:
6. There is no unsatisfied judgment recorded  
against the applicant except as follows:
7. All moneys collected by the applicant are  
deposited, less the agency's proper earned com-  
mission, in a separate trust account in the  
following chartered bank, Province of Ontario  
Savings Office, or trust company:
8. List below the name and residence address of  
each collector who has applied for a licence or  
renewal:
9. What were the average monthly gross com-  
missions for the six months immediately pre-  
ceding the date of this application?

Dated this.....day of....., 19....

.....  
(signature of collection agency)

R.R.O. 1960, Reg. 54, Form 4.

**Form 5**

*The Collection Agencies Act*

APPLICATION FOR RENEWAL OF LICENCE  
FOR A BRANCH OFFICE OF A  
COLLECTION AGENCY

The undersigned hereby applies for a renewal of  
licence for a branch office of a collection agency, and  
furnishes the following information in support  
thereof:

1. Name of applicant collection agency.....
2. Address of collection agency.....
3. Address of branch office.....
4. Name and address of manager of branch office..  
.....
5. Statement of any change in the facts set out in the  
application for licence of branch office or any prior  
application for renewal:

Dated at....., this.....day of....., 19....

.....  
(signature of collection agency)

R.R.O. 1960, Reg. 54, Form 5.

**Form 6**

*The Collection Agencies Act*

APPLICATION FOR RENEWAL OF A  
COLLECTOR'S LICENCE

The undersigned hereby applies for a renewal of  
licence as a collector and furnishes the following  
information in support thereof:

1. Name of applicant.....
2. Address of applicant.....
3. Name of employer-collection agency.....  
.....
4. Statement of any change in the facts set out on the  
application for licence or any prior application  
for renewal:

Dated this.....day of....., 19....

.....  
(signature of applicant)

R.R.O. 1960, Reg. 54, Form 6.

Form 7

*The Collection Agencies Act*

LICENCE AS A COLLECTION AGENCY

19....

No.....

Under *The Collection Agencies Act* and the regulations, and subject to the limitations thereof, this

licence is issued to.....

to carry on business as a collection agency at.....

.....

This licence expires on the 31st day of March, 19....

.....  
Superintendent of Insurance

R.R.O. 1960, Reg. 54, Form 7.

Form 8

*The Collection Agencies Act*

LICENCE FOR A BRANCH OFFICE OF A  
COLLECTION AGENCY

19....

Under *The Collection Agencies Act* and the regulations, and subject to the limitations thereof, this

licence is issued to.....Collection  
Agency to operate a branch office of a collection  
agency at.....

This licence expires on the 31st day of March, 19....

.....  
Superintendent of Insurance

R.R.O. 1960, Reg. 54, Form 8.

Form 9

*The Collection Agencies Act*

COLLECTOR'S LICENCE

19....

Under *The Collection Agencies Act* and the regulations, and subject to the limitations thereof, this

licence is issued to.....  
to carry on business as a collector.

This licence expires on the 31st day of March, 19....

.....  
Superintendent of Insurance

R.R.O. 1960, Reg. 54, Form 9.

Form 10

*The Collection Agencies Act*

GUARANTEE COMPANY BOND

Bond No..... Amount \$.....

KNOW ALL MEN BY THESE PRESENTS

that we.....

.....

(hereinafter called the Principal), as Principal and..

.....  
(hereinafter called the Surety) as Surety are held  
and firmly bound unto Her Majesty in right of  
Ontario (hereinafter called the Obligee) in the sum

.....Dollars (\$.....) of lawful  
money of Canada, to be paid unto the Obligee, Her  
successors and assigns, for which payment well and

truly to be made, I, the said.....

.....  
(name of principal)

.....  
bind myself, my heirs, executors, administrators and  
assigns, and we the said.....



.....  
(name of surety)

bind ourselves, out successors and assigns jointly and  
firmly by these presents.

SEALED with our seals and dated this.....  
day of....., 19....

NOW THE CONDITION of the above obligation  
is such that if the obligation does not by reason of any  
act, matter or thing at any time hereafter become or be  
forfeit under the Act, then the obligation shall be  
void but otherwise shall be and remain in full force  
and effect.

Signed, Sealed and Delivered Principal.....  
in the presence of .....  
..... Surety .....  
.....

R.R.O. 1960, Reg. 54, Form 10.

Form 11

*The Collection Agencies Act*

PERSONAL BOND

Bond No..... Amount \$.....

KNOW ALL MEN BY THESE PRESENTS

that I.....  
(hereinafter called the Obligor) am firmly bound unto  
Her Majesty in right of Ontario (hereinafter called  
the Obligee) in the sum of.....

.....Dollars (\$.....) of lawful money of  
Canada, to be paid unto the Obligee, Her successors  
and assigns, for which payment well and truly to be  
made, I.....  
(name of obligor)

bind myself, my heirs, executors, administrators and  
assigns, and I.....  
(name of obligor)

deposit with the Obligee.....  
as collateral security to this bond.

SEALED with my seal and dated this.....day  
of....., 19....

NOW THE CONDITION of the above obligation  
is such that if the obligation does not by reason of any  
act, matter or thing at any time hereafter become or be  
forfeit under the Act, then the obligation shall be void  
but otherwise shall be and remain in full force and  
effect.

Signed, Sealed and Delivered  
in the presence of  
.....  
.....

R.R.O. 1960, Reg. 54, Form 11.

Form 12

*The Collection Agencies Act*

BOND BY GUARANTOR  
OTHER THAN GUARANTEE COMPANY

Bond No..... Amount \$.....

KNOW ALL MEN BY THESE PRESENTS that  
we.....  
(hereinafter called the Principal) as Principal and

.....(hereinafter called the  
Guarantor) as Guarantor are held and firmly bound  
unto Her Majesty in right of Ontario (hereinafter  
called the Obligee) in the sum of.....

Dollars(\$.....) of lawful money of Canada, to  
be paid unto the Obligee, Her successors and assigns,

for which payment well and truly to be made, I....  
.....  
(name of principal)

bind myself, my heirs, executors, administrators, and  
I.....  
(name of guarantor)

guarantee the payment of the said sum of.....  
.....Dollars (\$.....) to the Obligee and  
I.....  
(name of guarantor)

bind myself, my heirs, executors, administrators and assigns jointly and firmly by these presents and by depositing with the Obligee..... as collateral security to this Bond.

SEALED with our seals and dated this.....day of....., 19....

NOW THE CONDITION of the above obligation is such that if the obligation does not by reason of any act, matter or thing at any time hereafter become or be forfeit under the Act, then the obligation shall be void but otherwise shall be and remain in full force and effect.

Signed, Sealed and Delivered  
in the presence of  
.....  
.....

**Form 13**  
*The Collection Agencies Act*  
**RETURN OF ACCOUNTS**  
To the Superintendent of Insurance:

Column 1	Column 2	Column 3
Names and addresses of persons for whom accounts have been taken for collection or from whom assignments of debts have been taken.	Names and addresses of persons from whom collections are to be made on accounts for persons in column 1.	Amounts of accounts against persons in col. 2

.....  
(collection agency)





## REGULATION 92

### under The Commissioners for taking Affidavits Act

#### FEEs

1. The fee payable to the Crown by commissioners under the Act for an appointment or renewal of appointment is \$10. R.R.O. 1960, Reg. 55, s. 1.

2. Section 1 does not apply to the appointment or renewal of appointment of a commissioner who is an employee of,

(a) the Government of Canada;

(b) the Government of Ontario;

(c) a municipality in Ontario where his appointment or renewal of appointment is made upon the request of the head of the municipality; or

(d) a children's aid society approved under *The Child Welfare Act* or a children's institution approved under *The Children's Institutions Act*, where his appointment or renewal of appointment is made upon the request of the Director of Child Welfare of the Department of Social and Family Services. R.R.O. 1960, Reg. 55, s. 2; O. Reg. 161/65, s. 1.



## REGULATION 93

### under The Community Centres Act

#### GRANTS

1. In this Regulation, "Director" means the Director of the Agricultural and Horticultural Societies Branch of the Department of Agriculture and Food. O. Reg. 307/61, s. 1, *amended*.

2. The requirements of this Regulation are the terms and conditions upon which aid may be granted to a municipality under section 2 of the Act, or to a board under section 8 of the Act. O. Reg. 307/61, s. 2, *revised*.

3. Where the applicant is a municipality, the applicant shall file with the Director a copy of the by-law providing for the establishment of one or more community centres in accordance with the Act. O. Reg. 307/61, s. 3.

4. Where the applicant is a board, the applicant shall file with the Director a copy of the resolution or other determination by the board providing for an athletic field of satisfactory area, an outdoor swimming pool or an outdoor skating rink. O. Reg. 307/61, s. 4, *revised*.

5. On or before the making of an application for a grant, the applicant shall supply the Director with the following particulars of the community centre:

1. The name of the municipality or the board that is establishing or has established the community centre.
2. The location of the property on which the community centre is to be established or has been established in whole or in part.
3. Particulars of the nature of the community centre showing which of the following it consists of:
  - i. Community hall.
  - ii. Athletic field.
  - iii. Indoor swimming pool.
  - iv. Outdoor swimming pool.
  - v. Skating arena.
  - vi. Outdoor skating rink. O. Reg. 307/61, s. 5, *revised*.

6. Where it is intended that a community centre be used for purposes other than exclusively as a community centre, the applicant shall, on or before making an application for a grant, supply the Director with the particulars of,

- (a) the purposes for which the community centre is intended to be used;
- (b) the extent of construction or amount of expenditure applicable to the purposes;
- (c) the extent to which the community centre is intended to be used for each of the purposes; and
- (d) the names of associations or persons who, while occupying the property for its intended purposes, are in charge of the property. O. Reg. 307/61, s. 6.

7. On or before making an application for a grant, the applicant shall furnish the Director with a statement that the property is vested in the applicant and a survey or sketch, drawn to scale, of the property on which the community centre is located, showing,

- (a) the size of the property;
- (b) the location of all buildings, structures or athletic field areas that are located or proposed to be located on the property; and
- (c) any proposed building, structure or development intended to be used for a purpose other than that of the community centre. O. Reg. 307/61, s. 7.

8. Upon the making of an application for a grant in respect of a community centre, the applicant shall supply the Director with particulars of,

- (a) the amount expended on the community centre before the date of the application;
- (b) where construction or development of the community centre is not complete, the extent to which the construction has progressed;
- (c) where the applicant has not paid in full the cost of construction at the time of the application, the amounts contributed by the applicant and the total amount contributed by other persons or organizations and the amount contributed by each; and



(d) the value of services or materials donated and the particulars of the services and materials. O. Reg. 307/61, s. 8.

9. Where a community centre has been established by two or more municipalities, the municipality in which the community centre is located shall furnish the Director with the particulars of the contribution by each municipality and the division of responsibility agreed upon for management and maintenance of the community centre. O. Reg. 307/61, s. 9.

10.—(1) Where a municipality establishes a community centre, the council shall appoint the municipal clerk or treasurer or other municipal official for the purpose of making application on behalf of the municipality for grants and the furnishing of particulars to the Director under this Regulation.

(2) Where a board establishes a community centre, the board shall appoint the secretary or other person having knowledge of matters in respect of the establishment of the community centre for the purpose of making application for grants and the furnishing of particulars to the Director under this Regulation. O. Reg. 307/61, s. 10, *revised*.

11. Where an application is made for a grant in respect of a community centre and receipts are not furnished for the payment of amounts expended for services and materials, the Director may require the applicant to furnish evidence of the expenditure for services and of the receipts of the

materials, verified by the auditor of the applicant. O. Reg. 307/61, s. 11.

12. Where the applicant receives assistance in the establishment of a community centre from other persons or organizations, the amount of the grant shall not exceed such amounts as were appropriated by the applicant out of its own moneys for the establishment of the community centre as certified by the auditor or treasurer of the applicant. O. Reg. 307/61, s. 12.

13. Where the Director is not satisfied that the statement of expenditures for the establishment of a community centre is true, the Director may require the applicant to furnish such particulars as are necessary to determine the actual cost of establishing the community centre and may require that a valuation of the construction of the community centre be made by a competent valuer. O. Reg. 307/61, s. 13.

14. Where the application for a grant is made more than three years after the expenditures upon which it is based were made, no grant is payable. O. Reg. 307/61, s. 14.

15. Where the Director is of the opinion that a community centre for which an application for a grant is made, by reason of its size, design, accommodation or other reason, may become hazardous to persons or property, the Director may require the applicant to furnish the certificate of the municipal engineer, the medical officer of health or other municipal official or person, as required by the Director, that the community centre is fit for use. O. Reg. 307/61, s. 15.

## REGULATION 94

### under The Community Psychiatric Hospitals Act

#### GENERAL

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "attending physician" means the medical practitioner who attends a patient in a hospital;
- (b) "board" means the governing board of an institution, building or other premises or place of which all or any part is approved as a community psychiatric hospital;
- (c) "Department" means the Department of Health;
- (d) "inspector" means a person appointed by the Minister for the purposes of making inspections under this Regulation;
- (e) "medical practitioner" means a legally qualified medical practitioner;
- (f) "out-patient" means a person who is not a patient and who attends an out-patient department for the purpose of receiving examination, diagnosis or treatment for a psychiatric disorder;
- (g) "out-patient department" means that part of a hospital that is established and maintained for the purpose of examining, diagnosing and treating out-patients;
- (h) "physical treatment" includes electro shock therapy and insulin shock therapy;
- (i) "superintendent" means the person who has the direct and actual superintendence of a hospital. O. Reg. 252/61, s. 1.

##### APPLICATION

2. This Regulation applies to any institution, building or other premises or place, or to any part or parts thereof, approved by the Lieutenant Governor in Council under section 3 of the Act as a community psychiatric hospital. O. Reg. 252/61, s. 2.

##### MANAGEMENT AND OPERATION

3. The board is responsible for the enforcement of the Act, this Regulation and the by-laws of the hospital. O. Reg. 252/61, s. 3.

4. The superintendent is responsible to the board for the due observance and enforcement of the Act, this Regulation and the by-laws of the hospital. O. Reg. 252/61, s. 4.

5. The superintendent is the officer representing the hospital with whom the Minister, an inspector and other officers of the Department shall deal with respect to hospital matters. O. Reg. 252/61, s. 5.

##### STAFF

6.—(1) The board shall provide for,

- (a) the appointment and functioning of a superintendent, a medical staff, a nursing staff and an auditor; and
- (b) the establishment of an administrative and accounting system.

(2) An auditor shall not be appointed for a hospital unless he is licensed under *The Public Accountancy Act*. O. Reg. 252/61, s. 6.

7. A hospital shall have on duty at all times sufficient nursing staff to give such nursing care to every patient in the hospital as is required for the patients' care and treatment. O. Reg. 252/61, s. 7.

8. Where the Department furnishes medical staff or nursing, technical or other assistants to a hospital, the medical staff and nursing, technical and other assistants are responsible to the board and subject to its directions in the performance of their duties. O. Reg. 252/61, s. 8.

##### FISCAL YEAR

9. The fiscal year of a hospital ends with the 31st day of December in each year. O. Reg. 252/61, s. 9.

##### MEETINGS

10. An annual meeting of the hospital shall be held between the 1st day of January and the 31st day of May in each year on a day fixed by the board. O. Reg. 252/61, s. 10.

11. The board shall hold at least six meetings a year upon such days and times as are fixed by the chairman and superintendent. O. Reg. 252/61, s. 11.



## INSPECTIONS

## 12. An inspector may,

- (a) inspect the premises, management and operation of a hospital;
- (b) require the superintendent, a member of the medical staff or a hospital employee,
  - (i) to furnish any information in his possession or under his control, and
  - (ii) to make returns, reports or statements in writing,

relating to the management and operation of the hospital;

- (c) examine and audit all the hospital books, accounts and records; and
- (d) investigate any hospital matter and require information from any person in respect of any hospital matter. O. Reg. 252/61, s. 12.

## PATIENTS

13. A hospital shall keep a register of patients. O. Reg. 252/61, s. 13.

14. When a patient is admitted to a hospital, the patient shall be issued a register number. O. Reg. 252/61, s. 14.

15.—(1) Any person who is believed to be suffering from a psychiatric disorder and to be in need of the observation, care and treatment provided in a hospital may be admitted thereto on his own application or on the application of a medical practitioner on his behalf.

(2) An application for admission by a medical practitioner may be made orally or in writing to the superintendent, and the person for whom the application is made shall not be taken to the hospital for admission or admitted thereto until the admission has been awarded.

(3) Where an application for admission is made by a person who is not a medical practitioner, the superintendent may admit the person as a patient if,

- (a) he requires treatment; and
- (b) his mental condition, in the opinion of the superintendent, is such as to render him competent to apply for admission. O. Reg. 252/61, s. 15.

16. Where a medical practitioner sends any person to a hospital for admission and he knows or suspects that that person is or may become

dangerous for any reason to himself or to other patients, the medical practitioner shall notify the superintendent of the danger. O. Reg. 252/61, s. 16.

17.—(1) When a patient is no longer in need of treatment in a hospital, the attending physician shall write an order that the patient is discharged.

(2) A patient shall be deemed to be discharged when the attending physician writes the order under subsection 1 and communicates it to the patient.

(3) When a patient is discharged, he shall leave the hospital but he may, at his option and with the approval of the superintendent, remain in the hospital for a further period not exceeding twenty-four hours.

(4) When a patient under the age of sixteen years is discharged, the person liable for his maintenance shall remove him from the hospital but, at the request of the person so liable and with the approval of the superintendent, he may be permitted to remain in the hospital for a further period not exceeding twenty-four hours. O. Reg. 252/61, s. 17.

18.—(1) When a person is admitted to a hospital, he shall give the name and address of a relative or friend to be notified under subsection 3.

(2) The attending physician shall notify the superintendent when he believes that the relative or friend should be present at the hospital with a patient.

(3) The superintendent shall so notify the relative or friend. O. Reg. 252/61, s. 18.

## ORDERS FOR TREATMENT

19.—(1) All orders for treatment shall be in writing on a paper attached to the medical record of the patient.

(2) Orders for treatment shall be dated and signed by an attending physician or a medical practitioner authorized by him, but an attending physician or a medical practitioner authorized by him may dictate by telephone orders for treatment to a person designated by the superintendent to take the orders.

(3) The person to whom the order has been dictated shall transcribe and sign the order and endorse thereon the name of the medical practitioner and the date and time of receiving the order.

(4) When a medical practitioner has dictated an order by telephone, he shall sign the order on his first visit to the hospital thereafter. O. Reg. 252/61, s. 19.



## CASE RECORDS

**20.** Within seventy-two hours after the admission of a patient, the board shall cause a medical practitioner to,

- (a) write a medical history;
- (b) make a physical examination and record his findings; and
- (c) make and record a provisional diagnosis. O. Reg. 252/61, s. 20.

**21.** The board shall cause to be compiled for each patient a medical record including,

- (a) identification;
- (b) history of present illness;
- (c) history of previous illnesses;
- (d) family history;
- (e) provisional diagnosis;
- (f) orders for treatment;
- (g) progress notes;
- (h) reports of,
  - (i) condition on discharge,
  - (ii) consultations,
  - (iii) follow-up care,
  - (iv) laboratory examinations,
  - (v) medical, surgical and physical treatment,
  - (vi) physical examinations,
  - (vii) radiological examinations,
  - (viii) cause of death,

(ix) post mortem examination, if any, and

(x) final diagnosis. O. Reg. 252/61, s. 21.

**22.—(1)** A person who makes any part of a record under sections 20 and 21 shall deliver the part to the superintendent.

(2) The superintendent is responsible for the safe-keeping of all records relating to a patient. O. Reg. 252/61, s. 22.

**23.—(1)** When a patient dies, the attending physician shall report the cause of death in writing to the superintendent for the medical record of the patient.

(2) Where the attending physician completes the medical certificate required by subsection 3 of section 17 of *The Vital Statistics Act* and delivers a copy to the superintendent, subsection 1 does not apply. O. Reg. 252/61, s. 23.

**24.** When a medical practitioner performs a post mortem examination on the body of a patient, he shall make and sign a report of the examination and deliver it to the superintendent for the medical record of the patient. O. Reg. 252/61, s. 24.

## OUT-PATIENT DEPARTMENT

**25.** Where an out-patient department is maintained in a hospital, the superintendent shall provide therein,

- (a) medical staff and nursing, technical and other assistants in regular attendance;
- (b) adequate equipment;
- (c) facilities and clerical staff for keeping records; and
- (d) facilities for the examination, diagnosis and treatment for psychiatric disorders of out-patients. O. Reg. 252/61, s. 25.

## REGULATION 95

### under The Community Psychiatric Hospitals Act

#### GRANTS

#### 1. In this Regulation,

(a) "in-patient" means a person admitted to and assigned a bed in a hospital;

(b) "in-patient services" means all of the following services to an in-patient:

1. Accommodation and meals at the standard or public ward level.
2. Necessary nursing service provided and paid for by the hospital to meet the medical needs of a patient as determined by the attending physician.
3. Laboratory, radiological and other diagnostic procedures, together with the necessary interpretations for the purpose of maintaining health, preventing disease, and assisting in the diagnosis and treatment of any psychiatric disorder.
4. Drugs, biological and related preparations that are prescribed by an attending physician in accordance with accepted practice and sound teaching and administered in a hospital, but not including preparations sold under the *Proprietary or Patent Medicine Act* (Canada).
5. Use of treatment room and anaesthetic facilities, including necessary equipment and supplies.
6. Routine surgical supplies.
7. Use of occupational therapy and physiotherapy facilities where available.
8. Services rendered by persons who receive remuneration from the hospital to provide such services, including physicians;

(c) "insured person" means a person who is entitled to insured services under the plan for hospital care insurance established

under *The Hospital Services Commission Act* and who is admitted to a hospital established or approved under section 3 of *The Community Psychiatric Hospitals Act*;

(d) "insured services" means in-patient and out-patient services to which an insured person is entitled without charge under the plan for hospital care insurance established under *The Hospital Services Commission Act*;

(e) "out-patient" means a person who receives out-patient services;

(f) "out-patient services" means all the following services provided to an out-patient by a hospital:

1. Laboratory, radiological and other diagnostic procedures, together with the necessary interpretations for the purpose of maintaining health, preventing disease and assisting in the diagnosis of any psychiatric disorder.
2. Use of treatment room and anaesthetic facilities, including necessary equipment and supplies.
3. Routine surgical supplies.
4. Use of occupational therapy and physiotherapy facilities where available.
5. Necessary nursing service and meals.
6. Services rendered by persons who receive remuneration from the hospital to provide such services, including physicians;

(g) "per day rate" means the amount payable, as determined by the Minister, in respect of the provision of in-patient services by the hospital;

(h) "standard ward accommodation" means a bed in a hospital area designated by the hospital and approved by the Minister as standard or public ward accommodation.  
O. Reg. 267/66, s. 1, *part*.

2. Provincial aid may be paid to a hospital in accordance with this Regulation and in an amount determined as prescribed by this Regulation.  
O. Reg. 267/66, s. 1, *part*.

3.—(1) Subject to the deduction mentioned in subsection 2, the provincial aid shall be an amount equivalent to the actual cost of providing,

- (a) general maintenance, including light, heat and power;
- (b) administration;
- (c) depreciation on furniture, equipment and apparatus; and
- (d) in-patient and out-patient services, including salaries, supplies and equipment, including the expense of,

- (i) the medical superintendent's office,
- (ii) radiology and laboratory examinations,
- (iii) medical records,
- (iv) dietary services for patients only,
- (v) housekeeping for patients only, and
- (vi) the laundry.

(2) There shall be deducted from the provincial aid payable to a hospital under subsection 1 the following revenue received by the hospital:

1. Payment for in-patient services rendered by the hospital to non-insured persons at the per day rate for standard ward accommodation.
2. 50 per cent of all payments received for in-patient services in excess of the per day rate for standard ward accommodation.
3. All money received from a municipality or the provincial or federal government.
4. 75 per cent of all money received from charitable organizations, benevolent foundations and individual endowments and bequests, unless such money is provided to the hospital for a specific purpose that is not ordinarily included in the routine operation of the hospital. O. Reg. 267/66, s. 1, *part*.

4.—(1) The hospital shall annually prepare and submit to the Minister a budget estimate of the costs referred to in section 3, including particulars of the clinical services proposed and the estimated cost thereof.

(2) The hospital may submit amendments to the budget estimate to the Minister. O. Reg. 149/62, s. 4.

5.—(1) Provincial aid may be paid provisionally in equal monthly instalments in advance, subject to final adjustment upon receipt of the annual financial statement of the hospital. O. Reg. 149/62, s. 5.

(2) The annual financial statement mentioned in subsection 1 shall include particulars of the revenue mentioned in subsection 2 of section 3. O. Reg. 267/66, s. 2.

6. In this section and in sections 7, 8 and 9,

(a) "auxiliary-services accommodation" means that part of a hospital established and maintained by the hospital,

- (i) as autopsy facilities,
- (ii) as a laboratory,
- (iii) as a dispensary,
- (iv) for diagnosis or treatment by X-ray,
- (v) for treatment by occupational therapy,
- (vi) for treatment by physiotherapy,
- (vii) for emergency services,
- (viii) for community health services,
- (ix) for hospital training facilities,
- (x) for a dietary department that includes,

- a. kitchens and food preparation areas, including formula rooms,
- b. refrigerated areas and refrigeration equipment,
- c. day stores but excluding bulk stores,
- d. dining rooms, cafeterias, snack bars and coffee shops,
- e. food pantries and serveries in nursing unit,
- f. dietitians' offices,
- g. dishwashing areas, and
- h. garbage disposal areas,



(xi) for a central supply service that includes areas for,

- a. receiving,
- b. clean-up,
- c. work space,
- d. glove preparation,
- e. sterilization,
- f. sterile supply storage,
- g. unsterile supply storage,
- h. distributing, and
- i. necessary related office accommodation;

(b) "out-patient department" means that part of a hospital that is established and maintained for the purpose of examining, diagnosing and treating out-patients. O. Reg. 306/63, s. 1, *part*.

7.—(1) Provincial aid in the form of,

- (a) a hospital-construction capital grant;
- (b) a capital grant for an out-patient department or auxiliary-services accommodation; or
- (c) a capital grant for a renovation project,

may be paid to a hospital in the amount prescribed by section 8.

(2) An application for a hospital-construction capital grant shall be made in Form 1.

(3) An application for a capital grant for an out-patient department or auxiliary-services accommodation shall be made in Form 2.

(4) An application for a capital grant for a renovation project shall be made in Form 3. O. Reg. 306/63, s. 1, *part*.

8.—(1) A hospital-construction capital grant may be made where accommodation is established or acquired for beds for the treatment of patients, and shall not exceed \$8,500 for each bed so provided for, or the difference between any amount in respect of the same accommodation made by the Government of Canada and the actual cost that is not in excess of \$10,500, whichever is the lesser.

(2) A capital grant for an out-patient department or auxiliary-services accommodation may be made where accommodation is established, or acquired to establish or enlarge, an out-patient department or auxiliary-services accommodation or where major alterations or improvements are made in an out-patient department or auxiliary-services accommodation, and shall not exceed \$3,200 for each 300 square feet of floor space so acquired, or the actual cost, whichever is the lesser.

(3) A capital grant for a renovation project may be paid where accommodation for beds, out-patient department or auxiliary-services accommodation is renovated, improved, modernized or converted from another use and shall not exceed,

(a) \$3,000,

(i) in the case of the part of a hospital other than an out-patient department or auxiliary-services accommodation for each bed improved by the renovation, or

(ii) in the case of an out-patient department or auxiliary-services accommodation for each 300 square feet of floor space; or

(b) an amount equal to the total cost of the renovation project,

whichever is the lesser.

(4) Amounts of money received or to be received by a hospital from,

- (a) grants made by the Government of Canada;
- (b) municipal contributions; or
- (c) public subscriptions,

shall be deducted from a capital grant payable to the hospital for a renovation project. O. Reg. 306/63, s. 1, *part*.

9. A capital grant may be paid in instalments of,

- (a) one-quarter when one-quarter of the work is completed;
- (b) one-quarter when one-half of the work is completed;
- (c) one-quarter when three-quarters of the work is completed; and
- (d) the balance when the building project is completed, furnished and equipped. O. Reg. 306/63, s. 1, *part*.

**Form 1***The Community Psychiatric Hospitals Act***APPLICATION FOR A HOSPITAL-  
CONSTRUCTION CAPITAL GRANT**

To: The Minister of Health,  
Parliament Buildings,  
Toronto, Ontario.

The.....hospital applies for  
(name of hospital)

a hospital-construction capital grant under the Act  
and regulations and in support gives the following  
information:

1. Name of municipalities served by applicant  
hospital.....

2. Population of each municipality referred to in  
item 1.....

3. Estimated cost of proposed building project  
in detail, including the cost of,

(a) acquisition of site, if part of this project;

(b) work on site and landscaping;

(c) new construction;

(d) additions or alterations to, or renovation of,  
hospital buildings;

(e) acquisition of existing buildings;

(f) additions or alterations to, or renovation of,  
existing buildings acquired as part of this  
project;

(g) fixed equipment;

(h) furnishings;

(i) architect's fees;

(j) other professional fees; and

(k) any other expenditures required for the  
project.

4. Estimated cost per cubic foot of new con-  
struction, excluding the cost of fixed equipment  
and furnishings.

5. Name and address of architect.

6. Proposed method of financing in detail:

(a) Cash on hand.

(b) Other assets.

(c) Municipal contributions,

(i) already received, or

(ii) promised for the future.

(d) Public subscription,

(i) amount already received, or

(ii) pledges anticipated.

If the hospital is to be partly financed by  
means of a mortgage, debentures or other  
loans, give details of proposal.

7. The municipality has (has not) agreed to con-  
tribute, and a vote was taken on the by-law by  
electors of the municipality and the result was  
.....for and.....against.

8. Proposed date of start of building project.

9. Expected date of completion of building project.

Date....., 19....

.....  
Chairman or Secretary of the Board  
O. Reg. 306/63, s. 2, *part.*

**Form 2***The Community Psychiatric Hospitals Act***APPLICATION FOR A CAPITAL GRANT FOR  
AN OUT-PATIENT DEPARTMENT OR  
AUXILIARY-SERVICES ACCOMMODATION**

To: The Minister of Health,  
Parliament Buildings,  
Toronto, Ontario.

The.....hospital applies for a  
(name of hospital)

capital grant under the Act and regulations, in  
respect of an out-patient department or auxiliary-  
services accommodation and in support gives the  
following information:

1. The building project involves,

(a) the acquisition of existing buildings;

(b) additions or alterations to, or renovation of,  
existing buildings;

(c) new construction; or

(d) additions or alterations to, or renovation  
of, hospital buildings.

2. The dimensions of accommodation of proposed auxiliary-services accommodation or out-patient department:

Divisions of proposed out-patient department	Area in square feet
.....	.....
.....	.....

3. Estimated cost of proposed building project in detail, including the cost of,

- (a) acquisition of site, if part of this project;
- (b) work on site and landscaping;
- (c) new construction;
- (d) additions or alterations to, or renovation of, hospital buildings;
- (e) acquisition of existing buildings;
- (f) additions or alterations to, or renovation of, existing buildings acquired as part of this project;
- (g) fixed equipment;
- (h) furnishings;
- (i) architect's fees;
- (j) other professional fees; and
- (k) any other expenditures required for the project.

4. Estimated cost per cubic foot of new construction, excluding the cost of fixed equipment and furnishings.

5. Name and address of architect.

6. Proposed method of financing in detail:

- (a) Cash on hand.
- (b) Other assets.
- (c) Municipal contributions,
  - (i) already received, or
  - (ii) promised for the future.
- (d) Public subscription,
  - (i) amount already received, or
  - (ii) pledges anticipated.

If the hospital is to be partly financed by means of a mortgage, debentures or other loans, give details of proposal.

7. The municipality has (has not) agreed to contribute, and a vote was taken on the by-law by electors of the municipality and the result was

.....for and.....against.

8. Proposed date of start of building project.

9. Expected date of completion of building project.

Date....., 19.....

.....  
Chairman or Secretary of the Board  
O. Reg. 306/63, s. 2, *part*.

Form 3

*The Community Psychiatric Hospitals Act*

APPLICATION FOR A CAPITAL GRANT FOR A RENOVATION PROJECT

To: The Minister of Health,  
Parliament Buildings,  
Toronto, Ontario.

The.....  
(name of hospital)

applies for a capital grant for a renovation project under the Act and regulations, and in support of the application gives the following information:

1. Reasons for considering the proposed project to be a major renovation project:

.....

2. Date(s) when building(s) to be renovated was (were) first constructed.....

.....

3. Years of expected life of building(s) after renovation is completed.....

.....

4. The number of beds of all types that will be abandoned because of the renovation.....

.....

5. Have the plans for the renovation project been approved by the local fire department of the municipality in which the hospital is located?

.....

.....



<p>6. Describe the present deficiencies of the existing structure, facilities and services.....</p> <p>.....</p> <p>7. Describe the increased bed accommodation, improvements in facilities, services, efficiency and economy or any other improvements that will result from the renovation project:</p> <p>.....</p> <p>.....</p> <p>8. Describe the type of construction, materials, fireproofing, finishes and equipment proposed to be used in the renovation project:</p> <p>.....</p> <p>.....</p> <p>9. Further explanation and remarks:</p> <p>.....</p> <p>.....</p> <p>10. Estimated cost of proposed building project in detail, including the cost of,</p> <p>(a) acquisition of site, if part of this project;</p> <p>(b) work on site and landscaping;</p> <p>(c) new construction;</p> <p>(d) additions or alterations to, or renovation of, hospital buildings;</p> <p>(e) acquisition of existing buildings;</p> <p>(f) additions or alterations to, or renovation of, existing buildings acquired as part of this project;</p> <p>(g) fixed equipment;</p> <p>(h) architect's fees;</p>	<p>(i) other professional fees; and</p> <p>(j) any other expenditures required for the project.</p> <p>11. Estimated cost per cubic foot of new construction, excluding the cost of fixed equipment.</p> <p>12. Name and address of architect or consulting engineer.</p> <p>13. Proposed methods of financing in detail:</p> <p>(a) Cash on hand.</p> <p>(b) Other assets.</p> <p>(c) Municipal contributions,</p> <p style="padding-left: 40px;">i. already received; or</p> <p style="padding-left: 40px;">ii. promised for the future.</p> <p>(d) Public subscription,</p> <p style="padding-left: 40px;">i. amount already received; or</p> <p style="padding-left: 40px;">ii. pledges anticipated.</p> <p style="padding-left: 40px;">If the hospital is to be partly financed by means of a mortgage, debentures or other loans, give details of proposal.</p> <p>14. The municipality has (has not) agreed to contribute, and a vote was taken on the by-law by electors of the municipality and the result was</p> <p style="padding-left: 40px;">.....for and.....against.</p> <p>15. Proposed date of start of building project.</p> <p>16. Expected date of completion of building project.</p> <p>Date.....,19.....</p> <p style="text-align: right;">.....</p> <p style="text-align: right;">Chairman or Secretary of the Board</p> <p style="text-align: right;">O. Reg. 306/63, s. 2, <i>part</i>.</p>
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## REGULATION 96

### under The Commuter Services Act

#### GENERAL

#### 1. In this Regulation,

- (a) "commuter service" means a commuter service provided under section 3 of the Act;
- (b) "G.O. Transit" means Government of Ontario Transit and is the agency of the Province of Ontario responsible for the operation of commuter services;
- (c) "mini-bus" means a local feeder bus provided as a commuter service;
- (d) "officer" means a Crown employee appointed as an officer under the Act;
- (e) "parking lot" means property under the management of G.O. Transit set apart for the parking of vehicles;
- (f) "proper authority" means a station attendant or a bus operator and his immediate supervisors and includes any officer of G.O. Transit carrying a supervisor's identity card;
- (g) "scholar" means a pupil in full daytime attendance at a secondary, private, public or separate school who has not reached his eighteenth birthday before commencing the fall term;
- (h) "student" means a student living in an area served by a commuter service who is in full-time attendance at a post-secondary educational institution supported by the Province of Ontario;
- (i) "vehicle" means a vehicle as defined in *The Highway Traffic Act* and includes a motorized snow vehicle. O. Reg. 501/70, s. 1.

2.—(1) Except as otherwise provided in this section, the fares set out in this Regulation and in the schedules hereto shall be paid by every class of passenger on a commuter service.

(2) Where it is necessary to calculate the amount of half fare, it shall be done by dividing the amount of fare shown in the proper Schedule in half and where the amount so calculated and taken to the nearest cent is an amount other than a multiple of 5, the amount of fare shall be increased to the nearest multiple of 5 above half the fare.

(3) Except as provided in subsections 5, 6 and 7, the fare for a single passage on a mini-bus is 25 cents in cash, or a ticket purchased under subsection 4.

(4) 10-ticket strips may be purchased for the sum of \$2 a strip for passage on a mini-bus.

(5) Except as provided in subsections 6 and 12, the fare to be paid for a child who has not reached his twelfth birthday shall be,

(a) half the regular single fare rate for a single passage on a train or bus; or

(b) 15 cents for single passage on a mini-bus,

and in no case shall the fare be less than 30 cents on a train or 20 cents on a bus.

(6) No fare shall be payable for one child, who has not reached his fifth birthday, where the child,

(a) is accompanied by an adult passenger; and

(b) does not occupy a seat to the exclusion of another passenger.

(7) An adult passenger accompanied by more than one child who has not reached his fifth birthday shall pay, in addition to his own fare, the fare prescribed by subsection 5 for each additional child.

(8) Student tickets shall be sold upon application therefor by a student and shall be,

(a) paid for in advance;

(b) purchased by mail;

(c) for a period of not less than one month; and

(d) only for the personal use of the student making the application.

(9) Except on Sundays, Saturdays and school holidays, student tickets are valid on trains and buses between the stations for which the tickets are issued.

(10) Scholar tickets may be purchased in accordance with the schedules hereto.

(11) Student or scholar tickets shall be sold subject to cancellation by G.O. Transit where the student or scholar,

(a) contravenes this Regulation;

(b) wilfully causes damage to vehicles or other property on a commuter service; or

(c) fails to comply with the conditions under which the ticket is sold.



(12) Subject to subsection 13, a fare of 25 cents for a single passage on a train may be paid for each child, who has not reached his twelfth birthday, when travelling in a group of twenty or more children under proper adult supervision, where the group ticket is purchased at least fifteen minutes before boarding a train.

(13) A group ticket, purchased under subsection 12, shall not be valid during the period the Canadian National Exhibition is open.

(14) Where the amount of the fare charged for passage on a commuter service is disputed, the passenger shall pay the amount requested by a proper authority.

(15) Any passenger who refuses to pay the amount of fare requested by a proper authority shall be refused passage. O. Reg. 501/70, s. 2.

3.—(1) A ticket may be accepted on a commuter service for passage to a destination that is not beyond the destination printed, marked or punched on the ticket.

(2) Tickets are valid only for continuous passage on trains or buses scheduled to stop at the destination printed, marked or punched on the ticket and stop-overs shall not be permitted.

(3) Where a passenger travels beyond the destination printed, marked or punched on his ticket he may be charged the proper single fare for the distance he travels beyond that destination. O. Reg. 501/70, s. 3.

4.—(1) Subject to subsection 3 of section 3, no person shall travel on a commuter service without a valid ticket for his passage.

(2) The penalty for contravention of this section is a fine of \$50. O. Reg. 501/70, s. 4.

5.—(1) Except as provided by this section, no refund of fares shall be made.

(2) Unused single tickets shall be refunded at the single fare rate.

(3) An unused group fare ticket, purchased under subsection 12 of section 2, shall be refunded at the full fare paid for the ticket.

(4) Where a refund is claimed on a student monthly ticket, the ticket shall be deemed to have been used up to two days prior to the date the ticket is received by G.O. Transit and the amount of refund shall be determined by deducting from the amount paid for the ticket the value of the used portion calculated at the rate of two trips a day for each day the ticket was valid at half the regular single fare.

(5) The amount of refund on the unused portion of a multiple-ride book or strip of tickets, except group fare tickets purchased under subsection 12 of section 2, shall be determined by deducting from the amount paid for the ticket or tickets, the value

of the used tickets calculated at the single fare rate as shown in the regular fare tariff. O. Reg. 501/70, s. 5.

6.—(1) A passenger, when requested, shall show his ticket to a proper authority.

(2) Any passenger who does not comply with this section may be refused passage on a commuter service. O. Reg. 501/70, s. 6.

7.—(1) No person shall enter or leave a railway station or station grounds on a commuter service except at designated entrances or exits.

(2) The penalty for a contravention of this section is a fine of \$50. O. Reg. 501/70, s. 7.

8. No facilities for checking baggage shall be provided. O. Reg. 501/70, s. 8.

9. Any person,

(a) in possession of,

(i) explosives,

(ii) firearms,

(iii) dangerous weapons, or

(iv) flammable material;

(b) under the influence of drugs or alcohol;

(c) whose conduct or behaviour is or is likely to be objectionable; or

(d) carrying hand luggage, parcels or any object or thing that may inconvenience passengers,

may be refused passage by a proper authority. O. Reg. 501/70, s. 9.

10.—(1) No person shall operate a vehicle within a parking lot at a speed in excess of 15 miles per hour.

(2) No person shall park a vehicle within a parking lot,

(a) except in a designated parking space; and

(b) for a period of more than forty-eight hours without the permission of G.O. Transit.

(3) No person shall distribute, place or spread handbills, signs, notices or any other form of written or printed matter within a parking lot.

(4) No person shall litter a parking lot.

(5) Nothing in this section shall prohibit the posting of signs, official notices and information by G.O. Transit.

(6) The penalty for a contravention of this section is a fine of \$25. O. Reg. 501/70, s. 10.



SCHEDULE 2 - GOVERNMENT OF ONTARIO TRANSIT  
**STUDENT FARE TARIFF / HAMILTON - OSHAWA**

**NOTE:** Application Forms for student tickets should be addressed to Government of Ontario Transit, Department of Highways, Keele Street and Highway 401, Downsview, Ontario.  
Cheques or money orders shall be made payable to the Treasurer of Ontario. Application forms are available at the educational institutions to which the student fare rate applies. Refunds, in accordance with the regulations, may be claimed from Government of Ontario Transit at the above address.

39	37	36	35	34	33	32	1											99	
																		98	
																		97	
																		96	
39	37	36	35	34	33	32	1											95	
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39	37	36	35	34	33	32	1											91	
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39	37	36	35	34	33	32	1											47	
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39	37	36	35	34	33	32	1											43	
																		42	

Cheques or money orders shall be made payable to the Treasurer of Ontario. Application forms are available at the educational institutions to which the student fare rate applies. Refunds, in accordance with the regulations, may be claimed from Government of Ontario Transit at the above address.





NOTE:

Application Forms for student tickets should be addressed to Government of Ontario Transit, Department of Highways, Keele Street and Highway 401, Downsview, Ontario. Cheques or money orders shall be made payable to the Treasurer of Ontario. Application Forms are available at the educational institutions to which the student fare rate applies.

Refunds, in accordance with the regulations, may be claimed from Government of Ontario Transit at the above address.

SCHEDULE 4

GOVERNMENT OF ONTARIO TRANSIT

STUDENT FARE SCHEDULE  
TORONTO - NEWMARKET

1	TORONTO	
	3	THORNHILL
4	LANGSTAFF	
	5	RICHMOND HILL
6	OAK RIDGES	7.00
	7	AURORA
8	NEWMARKET	6.00
	7.00	11.00
10.00	12.00	13.00
	15.00	17.00
13.00	19.00	23.00
	27.00	31.00

NOTE:

Scholars' books of 10 tickets may be purchased from a Gray Coach Lines agent upon presentation of a scholar's identification card issued and signed by the Principal of the school attended by the scholar.

R - means Restricted.

SCHEDULE 5

GOVERNMENT OF ONTARIO TRANSIT

SCHOLAR FARE TARIFF

TORONTO - NEWMARKET

		1																TORONTO	
				3		THORNHILL												R	
				4		LANGSTAFF												R	
				5		RICHMOND HILL												4.25	
		6		OAK RIDGES		2.00				2.00		2.50						4.75	
7		AURORA		2.00		2.75				3.00		3.25						5.50	
8		NEWMARKET		1.75		2.25		3.50		3.75		4.25						6.25	





## REGULATION 97

### under The Conditional Sales Act

#### GENERAL

##### 1. In this Regulation,

- (a) "branch filing office" means a branch office of the registration system under *The Personal Property Security Act*, and includes the office of the clerk of each county or district court;
- (b) "central filing office" means the central office of the registration system under *The Personal Property Security Act*;
- (c) "collateral" means goods that are the subject matter of a contract;
- (d) "consumer goods" means goods that are used or acquired for use primarily for personal, family or household purposes;
- (e) "debtor" means a purchaser of goods under a contract;
- (f) "equipment" means goods that are not inventory or consumer goods;
- (g) "inventory" means goods that are delivered to a person for the purpose of resale by him in the course of business;
- (h) "motor vehicle" means an automobile, motorcycle, motorized snow vehicle or any other vehicle propelled or driven otherwise than by muscular power, but does not include the cars of electric or steam railways, or other vehicles running only upon rails, traction engine, farm tractor, self-propelled implement of husbandry or road-building machine;
- (i) "recorded" means,
  - (i) when used in respect of a contract or other instrument that it is registered and when tendered for registration was accompanied by a financing statement or financing change statement, and
  - (ii) when used in respect of the name of a debtor, secured party or assignee,

- a. the name as set out in the financing statement or financing change statement that accompanied a contract or

other instrument tendered for registration, or

- b. the amended name as set out in a financing change statement, described as an amendment, that is filed;
- (j) "registering agent" means the person who is acting as agent for the secured party when submitting a statement to the office of the clerk of a county or district court but does not include a clerk or other employee of the secured party;
- (k) "secured party" means a seller of goods under a contract or his assignee. O. Reg. 493/70, s. 1.

#### FORM OF STATEMENT AND WHEN REQUIRED

2.—(1) Where this Regulation requires or permits a statement to accompany a contract or other instrument tendered for registration, the form of statement to be used shall be the form of financing statement or financing change statement provided or approved by the registrar.

(2) Each line, except the lines described on the financing statement as the error correction lines, on which information is to be set out in a financing statement or financing change statement shall be numbered.

(3) Where this Regulation requires that a contract or other instrument tendered for registration be accompanied by a financing statement or financing change statement, the contract or other instrument, shall be accompanied by the statement when tendered for registration. O. Reg. 493/70, s. 2, amended.

#### REGISTRATION OF A CONTRACT

3. A contract tendered for registration shall be accompanied by a financing statement. O. Reg. 493/70, s. 3.

##### 4.—(1) A financing statement,

- (a) shall set out,
  - (i) the name of the debtor and, where the debtor is an individual person, his date of birth and sex,

- (ii) the address of the debtor,
- (iii) the name of the secured party,
- (iv) the address of the secured party,
- (v) the classification of the collateral as consumer goods, inventory or equipment,
- (vi) whether a motor vehicle is or is not included in the collateral,
- (vii) whether book debts are or are not included in the collateral, and
- (viii) when the principal amount secured does or does not exceed \$25,000; and

(b) may set out the name and address of the registering agent, if any.

(2) Where the collateral includes a motor vehicle, the motor vehicle,

- (a) shall, where it is classified as consumer goods; and
- (b) may, where it is not classified as consumer goods,

be described on either lines numbered 11 or 12 on the financing statement, and the description shall include the last two digits of the model year, if any, the make or, if none, the name of the manufacturer, the body style, if any, and the serial number that may include the model number.

(3) Collateral, other than a motor vehicle classified as consumer goods, may be described on any of the lines numbered 13, 14 and 15 on the financing statement. O. Reg. 493/70, s. 4.

#### GOODS BROUGHT INTO ONTARIO

5. A contract tendered for registration under section 12 of the Act shall be accompanied by a financing statement, designated as a caution filing, which shall set out the information required by section 4, but the date of birth of the debtor need not be set out. O. Reg. 493/70, s. 5.

#### REGISTRATION OF A RENEWAL

6. A renewal statement tendered for registration in respect of a contract that is not recorded shall be accompanied by a financing statement, designated as a transition filing, which shall set out the registration number of the contract and the information required by section 4, but the date of birth of the debtor need not be set out. O. Reg. 493/70, s. 6.

7. A renewal statement tendered for registration in respect of a contract that is recorded shall be accompanied by a financing change statement, designated as a renewal, that shall set out the information required by section 16. O. Reg. 493/70, s. 7.

#### REGISTRATION OF DISCHARGE

8. A discharge tendered for registration in respect of a contract that is recorded shall be accompanied by a financing change statement, designated as a discharge, that shall set out the information required by section 16. O. Reg. 493/70, s. 8.

#### REGISTRATION OF AN ASSIGNMENT

9. An assignment of the interest of a secured party tendered for registration in respect of a contract that is recorded shall be accompanied by a financing change statement, designated as an assignment by secured party, that shall set out,

- (a) the information required by section 16; and
- (b) the name and address of the assignee. O. Reg. 493/70, s. 9.

10. Where an assignment of the interest of a secured party is contained in a contract or is attached thereto, the name of the assignee may be set out in the accompanying financing statement as the secured party. O. Reg. 493/70, s. 10.

#### AMENDMENT OF INFORMATION

11.—(1) A financing change statement, signed by the secured party, to amend information set out in a financing statement or financing change statement,

- (a) that was incorrectly transcribed onto a financing statement or financing change statement;
- (b) in respect of the address of the debtor or of the secured party;
- (c) in respect of the name of the debtor or of the secured party, where the name has been changed through legal process;
- (d) in respect of the date of birth or sex of the debtor;
- (e) in respect of the classification of the collateral;
- (f) in respect of whether a motor vehicle is or is not included in the collateral;



- (g) in respect of whether book debts are or are not included in the collateral; or
- (h) in respect of whether the principal amount secured exceeds \$25,000,

may be tendered for filing in the office of the clerk of the county or district court where the contract is registered at any time during the period the registration of the contract is effective.

(2) The financing change statement referred to in subsection 1 shall be described as an amendment and shall set out,

- (a) the registration number shown on the financing statement or financing change statement containing the information to be amended;
- (b) the name of one of the debtors as it is recorded, or where information as to the name, address, date of birth or sex of one of two or more debtors is to be amended, the name of that debtor as it is recorded;
- (c) the number of the line in the financing statement or financing change statement containing the information to be amended;
- (d) the line of information to be substituted for the line referred to in clause c of this subsection; and
- (e) a brief statement of the reason for the amendment. O. Reg. 493/70, s. 11.

#### PARTICULARS OF CONTENT OF FORMS

12. The name of a debtor, secured party or assignee in a financing statement or financing change statement shall be set out to show,

- (a) where the debtor, secured party or assignee is an individual person, the first given name, followed by the initial of the second given name, if any, followed by the surname; or
- (b) where the debtor, secured party or assignee is not an individual person, the name of the partnership or corporation, or as the case may be. O. Reg. 493/70, s. 12.

13. The registrar may assign a number to a person and the number may be set out in a financing statement or financing change statement with or in lieu of the name and address of the person. O. Reg. 493/70, s. 13.

14. The date of birth in a financing statement or financing change statement shall be set out to show,

- (a) the day of the month in numerals;

- (b) the first three letters of the name of the month; and
- (c) the last two digits of the number of the year. O. Reg. 493/70, s. 14.

15. The address of a debtor, secured party or assignee in a financing statement or financing change statement,

- (a) shall set out one of,
  - (i) the street number, if any, the street name, if any, and the name of the municipality,
  - (ii) the name of the municipality and the rural route number,
  - (iii) the name of the municipality, the postal station, if any, and the box number, or
  - (iv) the lot number, concession number, and the name of the township;
- (b) may set out the apartment or suite number;
- (c) may set out the postal zone number; and
- (d) shall set out the name of the province, territory or state in abbreviated form that does not exceed four alphabetic characters. O. Reg. 493/70, s. 15.

16. A financing change statement, other than a statement described as an amendment, shall set out,

- (a) the registration number; and
- (b) the name of one of the debtors,

as set out in the statement accompanying the last instrument recorded that relates to the contract or, if none, as set out in the statement accompanying the recorded contract. O. Reg. 493/70, s. 16.

#### APPROVED FORMS

17. Any person may apply to the registrar for approval of the form of a financing statement or financing change statement and the registrar may approve the form or may approve its use for a limited time only or may otherwise qualify his approval and may require that the approval or any qualification of the approval be printed on the form. O. Reg. 493/70, s. 17.

#### PROCEDURE

18.—(1) A financing statement or financing change statement that is submitted to the clerk of a county or district court shall be submitted in duplicate or in triplicate, unseparated, and the original shall be

known as the central filing office copy, the first copy shall be known as the branch filing office copy and the second copy, if any, shall be known as the registrant's copy.

(2) Where a statement referred to in subsection 1 is accepted by the clerk, the clerk shall number the statement, separate the copies, forward the central filing office copy to the central filing office, attach the branch filing office copy to the contract or other instrument and return the registrant's copy, if any, to the registrant at the office of the clerk.

(3) Where a registrant requests the return to him of the registrant's copy of the statement referred to in subsection 1 by post and provides a prepaid, addressed envelope, the clerk shall comply with the request. O. Reg. 493/70, s. 18.

#### MANNER OF RECORDING

19.—(1) The information required or permitted by this Regulation to be set out in a financing statement shall be recorded in the statement in a manner suitable for conversion by the technique known as optical character recognition and, without limiting the generality of the foregoing,

- (a) the information shall be clearly, neatly and legibly typewritten or machine printed in black ink without erasures, interlineation or alterations;

- (b) alphabetic characters shall be in upper case only; and

- (c) the information shall be without punctuation marks or symbols,

but where the type style known as Perry font is used, lower case letters, punctuation marks and symbols may be used.

- (2) An error made in transcribing information onto a financing statement in respect of,

- (a) the name or address of a debtor;

- (b) the name or address of a secured party;

- (c) the description of the collateral; or

- (d) the name or address of a registering agent,

may be corrected before the statement is submitted with a contract or other instrument tendered for registration by typing an "X" in the column described on the statement as the error correction column on the line containing the error and typing the correct line of information on either of the lines described on the statement as error correction lines together with the line number of the line that is corrected. O. Reg. 493/70, s. 19.

## REGULATION 98

### under The Condominium Act

#### GENERAL

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "Condominium Corporations Index" means the Condominium Corporations Index under subsection 1 of section 5 of the Act;
- (b) "condominium property" means property, as defined in clause *n* of subsection 1 of section 1 of the Act, to which the Act applies;
- (c) "Condominium Register" means Condominium Register under subsection 3 of section 5 of the Act;
- (d) "diagram" means a compiled plan substantially depicting the extent and location of units;
- (e) "Director of Land Registration" means the Director of Land Registration appointed under *The Registry Act*;
- (f) "Director of Titles" means the Director of Titles appointed under *The Land Titles Act*;
- (g) "Examiner" means the Examiner of Surveys appointed under *The Land Titles Act*;
- (h) "hanging line" means an unclosed traverse in the form of a branch emanating from a main traverse or triangulation;
- (i) "LEVEL 1" means the plan delineating the surface of the ground or the projection thereof and showing the relationship of the structures to parcel limits;
- (j) "master" means the master of titles in whose office the property is registered;
- (k) "monument" means a bar, post, stake, peg, mound, pit, trench or any other object, thing or device used to mark or witness a boundary of surveyed lands;
- (l) "registrar" means the registrar in whose registry division the property is situate where the property is subject to *The Registry Act*;
- (m) "structural plan" for the purposes of clause *b* of subsection 1 of section 4 of the Act means a copy of the structural drawing prepared for the project, mechanically repro-

duced on such translucent material as the Examiner approves;

- (n) "subdivision unit" means any area of land delineated by a survey and includes,
  - (i) a township lot, city lot, town lot or village lot, section, block, gore, reserve, common, mining location and mining claim, or
  - (ii) a lot, block, part or other surveyed unit of land shown on a plan registered or deposited under *The Land Titles Act* or under *The Registry Act*. O. Reg. 299/67, s. 1; O. Reg. 67/68, s. 1; O. Reg. 418/69, s. 1.

#### PART I

##### REGISTRATION AND RECORDING

2. A declaration and description shall not be received for registration unless,

- (a) the declaration appears to be executed by every owner of and every person having a registered encumbrance against the land and interests appurtenant to the land described in the description;
- (b) the declaration is accompanied by such proof as to the execution by, and age of every such owner and person as is required by or under *The Land Titles Act* or *The Registry Act* in the case of a transfer or deed, with respect to each owner, and in the case of a cessation of charge or certificate of discharge of mortgage, with respect to each person having a registered claim; and
- (c) the description has been approved by the Examiner. O. Reg. 299/67, s. 2.

3. The Condominium Corporations Index shall be in Form 1. O. Reg. 299/67, s. 3.

4.—(1) Where a declaration and description are received for registration, the master or registrar shall,

- (a) endorse on the declaration and description the day, hour and minute of receipt, which shall be the same for both the declaration and the description;



- (b) assign to the declaration a registration number in the series of numbers used for instruments dealing with land;
- (c) assign to the description an identification which shall be comprised of the component under column 2 of Schedule 1 and the words "Condominium Plan No." together with the number assigned as part of the name of the corporation under subclause ii of clause e;
- (d) record in the Condominium Corporations Index such particulars with reference thereto as are indicated by the headings of the columns in Form 1; and
- (e) assign a name to the corporation as required by subsection 2 of section 9 of the Act, which name shall be comprised of the component in column 2 of Schedule 1 set opposite the name of the land titles or registry division, followed by,
  - (i) the words "Condominium Corporation", and
  - (ii) the abbreviation, "No.", together with a number which shall be the next available consecutive number in the column headed "Consecutive Number" in the Condominium Corporations Index.

(2) No change shall be made in the name of a condominium corporation after the name is assigned under clause e of subsection 1. O. Reg. 299/67, s. 4.

5. In respect of each condominium property under *The Land Titles Act*, the Condominium Register shall be kept in a loose-leaf book and shall include a set of four groups of pages consisting of,

- (a) a Property Parcel Register in Form 2;
- (b) a Constitution Index in Form 3;
- (c) a Common Elements and General Index in Form 4; and
- (d) a series of Unit Registers, one for each unit included in the property, in Form 5. O. Reg. 299/67, s. 5.

6. In respect of a condominium property under *The Registry Act*, the Condominium Register shall be kept in a loose-leaf book and shall include a set of four groups of pages consisting of,

- (a) a Property Abstract Index in Form 6;
- (b) a Constitution Index in Form 3;
- (c) a Common Elements and General Index in Form 4; and

- (d) a series of Unit Indexes, one for each unit included in the property, in Form 5. O. Reg. 299/67, s. 6.

7. Where a declaration and description are received for registration under *The Land Titles Act*, the master shall,

- (a) record them in the existing parcel register where the land that includes the condominium property is entered;
- (b) re-enter the condominium property in a Property Parcel Register;
- (c) record them in a Constitution Index;
- (d) record them in a Common Elements and General Index; and
- (e) establish a Unit Register for each unit included in the condominium property. O. Reg. 299/67, s. 7.

8. Where a declaration and description are received for registration under *The Registry Act*, the registrar shall,

- (a) record them in the existing abstract index for the land that includes the condominium property;
- (b) prepare an abstract index in Form 6 for the condominium property and reabstract therein the registered certificate of title under *The Certification of Titles Act*, and all registered instruments referred to in schedules B and C of the certificate, the declaration and description and all intervening registered instruments affecting the property;
- (c) record them in the Constitution Index;
- (d) record them in the Common Elements and General Index; and
- (e) establish a Unit Index for each unit included in the condominium property. O. Reg. 299/67, s. 8.

9.—(1) In this section, "easement" means an easement, right of way, right or licence in the nature of an easement, *profit à prendre* or other incorporeal hereditament, but does not include such an easement arising by operation of law.

(2) Where an easement affecting the common elements or a part of the common elements, but not affecting a unit,

- (a) was in existence at the time of registration of the declaration and description, the easement shall be recorded in the Common

Elements and General Index and in the Property Abstract Index or Property Parcel Register, as the case may be; or

- (b) is created after the registration of the declaration and description, the easement shall be recorded in the Common Elements and General Index. O. Reg. 418/69, s. 2.

10. For the purposes of *The Land Titles Act* and *The Registry Act*, the Condominium Register shall be deemed to be a register or an abstract index, as the case may be, for the parcel of land that comprises the condominium property. O. Reg. 299/67, s. 9.

11.—(1) Where, after the registration of a declaration and description, an instrument that mentions or purports to affect all units and common elements included in a condominium property is received for registration, and,

- (a) the instrument is a deed or transfer of the property under section 19 of the Act, a notice of termination under section 18 or 20 of the Act or an order for termination under section 21 of the Act, the procedures prescribed by sections 19 to 25 apply;
- (b) the instrument is a by-law of the condominium corporation, or an amendment to the declaration or description, the instrument shall, subject to subsection 2 of section 12, be recorded only in the Constitution Index;
- (c) the instrument is an encumbrance to which subsection 8 of section 7 of the Act applies or an instrument dealing with all the units included in the property in respect of such an encumbrance, the instrument shall be recorded only in the Common Elements and General Index; or
- (d) the instrument is not an instrument mentioned in clause a, b or c, the instrument shall, subject to subsection 2, be recorded only in the Common Elements and General Index.

(2) Where an instrument to which clause d of subsection 1 applies is received for registration before the registration of a deed or transfer of any unit and common interest, the instrument shall also be recorded in the Property Parcel Register or Property Abstract Index, as the case may be.

(3) Notwithstanding subsection 1 of section 18 of *The Registry Act*, a by-law of a condominium corporation shall not be entered in the by-law index under that subsection. O. Reg. 299/67, s. 10.

12.—(1) Subject to subsection 2, where, after the registration of a declaration and description, an in-

strument that mentions one or more units and common interests, but not all the units and common elements included in the condominium property, is received for registration, the instrument shall be recorded only in the Unit Register or Unit Index, as the case may be, for each unit mentioned in the instrument.

(2) Where the common elements and one or more units and common interests, but not all the units and common elements included in the condominium property, are mentioned in a by-law of a condominium corporation or in an amendment of the declaration or description, the by-law or amendment shall, in addition to being recorded in the Constitution Index, be recorded in the Common Elements and General Index and in the Unit Register or Unit Index for each unit mentioned in the by-law or amendment. O. Reg. 299/67, s. 11.

13.—(1) The description of a unit and common interest in an instrument received for registration shall be comprised of the unit number, the level number or letter and the identification of the condominium plan, and the description of the unit shall include a reference to the land titles or registry office in which the plan is registered, and may include a reference to the appurtenant common interest with or without a specification of the percentage stated in the declaration.

(2) An encumbrance to which subsection 8 of section 7 of the Act applies, a transfer or deed of the property and a release or discharge affecting all units and common elements under subsection 2 of section 19 of the Act, a notice of termination under section 18 or 20 of the Act, an order under section 21 of the Act and any other instrument purporting to affect the title of all units and common elements comprising a condominium property may describe the property as, "all the units and common elements comprising the property included in" followed by the identification of the plan and a reference to the land titles or registry office in which the plan is registered. O. Reg. 299/67, s. 12.

14. Where, in respect of a unit or two or more units held in common ownership, a master is requested to furnish a certificate of search, a land certificate or a certificate of charge or a registrar is requested to furnish an abstract, the certificate or abstract shall, in addition to the instruments recorded in the Unit Register or Unit Index, include references to the instruments recorded in the Constitution Index and in the Common Elements and General Index, and, in the case of an abstract, shall include references to the instruments recorded in the Property Abstract Index commencing with the certificate of title under *The Certification of Titles Act*. O. Reg. 299/67, s. 13; O. Reg. 67/68, s. 2.

15. Where, at the time of registration of a declaration and description, the land comprising the condominium property is in an area to which *The Land Titles Act* did not apply, but the application of that Act is subsequently extended to that area, and,



- (a) the land titles office is combined with the registry office, a new loose-leaf Condominium Register shall be established when the first declaration and description are registered in the land titles office, and the Condominium Corporations Index previously established shall be continued; or
- (b) the land titles office is not combined with the registry office, no further entry shall be made in the Condominium Corporations Index in that registry office. O. Reg. 299/67, s. 14.

16. The provisions of *The Land Titles Act* and *The Registry Act* and the regulations made thereunder with respect to the dimensions of instruments apply to instruments under *The Condominium Act*, except that,

- (a) a declaration or an amendment thereof or a by-law of a condominium corporation may be prepared on paper not less than eight inches by 10½ inches, and the sheets may be printed on both sides; and
- (b) a description or an amendment thereof that has dimensions greater than twenty-four by thirty inches shall not be registered, but shall be filed in the office of the Director of Titles, and a copy certified by the Director of Titles or the Examiner as a true copy shall be registered. O. Reg. 299/67, s. 15; O. Reg. 418/69, s. 3.

17.—(1) Where land is to be added to the common elements, a transfer or deed may be made by the vendor to the corporation as transferee or grantee and if the transfer or deed includes a dedication by the board in Form 7, the land becomes, upon registration of the transfer or deed, a part of the common elements.

(2) A deed or transfer under subsection 1 shall be recorded only in the Common Elements and General Index. O. Reg. 299/67, Part I, s. 16.

18. A discharge of a portion of an encumbrance, under subsection 10 of section 7 of the Act shall be in a form, having regard to the nature of the encumbrance, sufficient for registration under *The Land Titles Act* or *The Registry Act*, as the case may be, and shall describe the land in accordance with section 13. O. Reg. 299/67, s. 17.

19.—(1) A notice of termination under section 18 of the Act shall be in Form 8.

(2) Where a notice of termination in Form 8 is received for registration, it shall be recorded in the Constitution Index, the Common Elements and General Index, the Unit Register or Unit Index for each of the units included in the condominium property and in the new parcel register or new abstract index under section 23 or 24.

(3) A notice in Form 8 may be registered notwithstanding that it is not received within the ten-day period prescribed by subsection 1 or 2 of section 18 of the Act.

(4) In recording a notice in Form 8 it shall be sufficient to describe the co-owners in the tenancy in common arising on the registration of the notice as, "all the former unit owners as tenants in common". O. Reg. 299/67, s. 18.

20.—(1) Where the instruments mentioned in subsection 2 of section 19 of the Act are tendered for registration, the master or registrar shall not receive the transfer or deed for registration unless,

- (a) it appears to be executed by all the owners;
  - (b) it is accompanied by a release or discharge that appears to be executed by all persons having registered claims against the units and common elements created after the registration of the declaration and description;
  - (c) the transfer or deed and every release or discharge is accompanied by such proof as to the execution by, and the age and marital status of every such owner and person, as is required by or under *The Land Titles Act* or *The Registry Act*, in the case of a transfer or deed, with respect to the owners, and in the case of a cessation or charge or certificate of discharge of mortgage, with respect to the persons having registered claims; and
  - (d) the transfer or deed is accompanied by a certificate signed by the authorized officers of and under the seal of the corporation stating that the sale was authorized by a vote of the owners who at the time of the vote owned 80 per cent of the common elements or such greater percentage of the common elements as is specified in the declaration.
- (2) Where a release or discharge to which subsection 1 applies is received for registration,

- (a) where it mentions one or more, but not all, units included in the condominium property, it shall be recorded only in the Unit Register or Unit Index for the unit or units mentioned; or
- (b) where it mentions or applies to all units included in the condominium property, it shall be recorded only in the Common Elements and General Index.

(3) Where a transfer or deed to which subsection 1 applies is received for registration, it shall,

- (a) where it relates to a sale of the property, be recorded in the Constitution Index, the



Common Elements and General Index, the Unit Register or Unit Index for each of the units included in the condominium property and in the new parcel register or new abstract index under section 23 or 24; or

- (b) where it relates to a sale of a part of the common elements, be recorded only in the Common Elements and General Index and in the new parcel register or new abstract index under section 25. O. Reg. 299/67, s. 19.

**21.—(1)** A notice of termination under subsection 2 of section 20 of the Act shall be in Form 9.

(2) A master or registrar shall not receive a notice of termination in Form 9 for registration unless,

- (a) it appears to be executed by all the owners and all the persons having registered claims against the units and common elements created after the registration of the declaration and description; and
- (b) it is accompanied by such proof as to the execution by, and the age and marital status of, every such owner or person as is required by or under *The Land Titles Act* or *The Registry Act* in the case of a transfer or deed, with respect to the owners, and in the case of a cessation of charge or certificate of discharge of mortgage, with respect to the persons having registered claims.

(3) A notice of termination in Form 9 may be registered under *The Registry Act* notwithstanding that it does not contain the *pro tanto* releases of dower in accordance with that form.

(4) Where a notice in Form 9 is received for registration, it shall be recorded in the Constitution Index, the Common Elements and General Index, the Unit Register or Unit Index for each of the units included in the condominium property, and in the new parcel register or new abstract index under section 23 or 24.

(5) In recording a notice in Form 9 it shall be sufficient to describe the executing parties as being the corporation, described by its full name, and the owners and claimants as "all the owners and registered claimants", and to describe the co-owners in the tenancy in common arising on the registration of the notice as "all the former unit owners as tenants in common". O. Reg. 299/67, s. 20.

**22.—(1)** Where an order is made under section 21 of the Act terminating the government of the property by the Act, the order is inoperative in that respect until it is registered.

(2) Where an order of termination is tendered for registration, the master or registrar shall not receive the order for registration unless the conditions, if

any, as to its registration as are contained in the order have been complied with, or until proof thereof is furnished to the master or registrar.

(3) Where an order for termination is received for registration, the master or registrar shall record it in the Constitution Index, the Common Elements and General Index, the Unit Register or Unit Index for each unit included in the condominium property and in the new parcel register or new abstract index under section 23 or 24. O. Reg. 299/67, s. 21.

**23.** Where a notice of termination under section 18 or 20 of the Act, a transfer of the property under section 19 of the Act or an order for termination under section 21 of the Act is received for registration under *The Land Titles Act*, the master shall open a new parcel register for the property, describing the land as it was described in the Property Parcel Registry taking into account any intervening additions to or sale of part of the common elements and,

- (a) in the case of a transfer, describing the owner by his name;
- (b) in the case of a notice, describing the owners as "all the former owners of units included in" the condominium plan; or
- (c) in the case of an order, describing the owner or owners by the method that seems most suitable, having regard to the order; and
- (d) referring to such claims as apply, in accordance with subsection 3 of section 18 of the Act, subsection 3 of section 19 of the Act, or subsection 3 of section 20 of the Act, or in accordance with the order, as the case may be. O. Reg. 299/67, s. 22.

**24.** Where a notice of termination under section 18 or 20 of the Act, a deed of the property under section 19 of the Act or an order for termination under section 21 of the Act is received for registration under *The Registry Act*, the registrar shall open under section 81 of that Act a new abstract index for the property, taking into account any addition to or sale of part of the common elements, and shall record therein the notice, deed or order, and shall note in the abstract that the land was previously subject to *The Condominium Act*, noting the identification of the condominium plan. O. Reg. 299/67, s. 23.

**25.** Where a deed or transfer in respect of a sale of part of the common elements is received for registration,

- (a) under *The Land Titles Act*, the master shall open a new parcel for the part, having regard to subsection 3 of section 19 of *The Condominium Act*; or
- (b) under *The Registry Act*, the registrar shall open a new abstract index under section 81

of that Act for the part and shall record therein the deed, and shall note therein that the land was previously subject to *The Condominium Act*, noting the identification of the condominium plan. O. Reg. 299/67, s. 24.

**26.—**(1) A notice of lien under subsection 4 of section 13 of the Act shall be in Form 10.

(2) A discharge of a lien under subsection 6 of section 13 of the Act shall be in Form 11. O. Reg. 299/67, s. 25.

**27.—**(1) Subject to subsection 2, the requirements of this Regulation may,

- (a) with the approval of the Director of Titles in respect of land under *The Land Titles Act*; or
- (b) with the approval of the Director of Land Registration in respect of land under *The Registry Act*,

be varied to apply to special circumstances. O. Reg. 299/67, s. 26 (1); O. Reg. 418/69, s. 4.

(2) Subsection 1 does not apply in respect of the forms prescribed by this Regulation. O. Reg. 299/67, s. 26 (2).

**28.—**(1) Subject to subsections 2 and 3, the fees prescribed under *The Land Titles Act* are payable to masters and the fees prescribed under *The Registry Act* are payable to registrars.

(2) The fees set out in Schedule 2 are payable to masters and registrars. O. Reg. 299/67, s. 27 (1, 2).

(3) The fees set out in Schedule 3 are payable to the Director of Titles. O. Reg. 299/67, s. 27 (3); O. Reg. 418/69, s. 5.

**29.—**(1) Where a fee payable under Schedule 2 to a master or under Schedule 3 to the Director of Titles is unduly excessive, having regard to the circumstances, the Director of Titles may reduce the fee to the amount that he considers appropriate. O. Reg. 299/67, s. 28 (1); O. Reg. 418/69, s. 6 (1), *revised*.

(2) Where a fee payable under Schedule 2 to a registrar is unduly excessive, having regard to the circumstances, the Director of Land Registration may reduce the fee to the amount that he considers appropriate. O. Reg. 299/67, s. 28 (2); O. Reg. 418/69, s. 6 (2), *revised*.

## PART II

### SURVEYS AND PLANS

#### GENERAL

**30.** Where a surveyor makes a survey and plan for the purposes of the Act, he shall make the survey and plan in accordance with this Regulation and *The Surveys Act* and the regulations made thereunder. O. Reg. 299/67, s. 29.

**31.** For the purposes of subsection 4 of section 5 of the Act,

- (a) section 17 of *The Certification of Titles Act*;
- (b) subsection 1 of section 159, subsections 1 to 9, of section 161, and sections 163, 171 and 172 of *The Land Titles Act*;
- (c) sections 78, 79, 86 and 87 of *The Registry Act*;
- (d) Regulations 552 and 780 of Revised Regulations of Ontario, 1970,

do not apply to descriptions. O. Reg. 299/67, s. 30, *revised*.

**32.** For the purposes of this Regulation, properties are classified as follows:

Class A—Properties each of which is divided into units by vertical planes.

Class B—Properties each of which is divided into units by horizontal or horizontal and vertical planes.

Class C—Properties each of which is divided into units by planes that are neither horizontal nor vertical or by surfaces that are not planes. O. Reg. 299/67, s. 31.

**33.—**(1) Sections 34 to 64 apply to Class A properties.

(2) Sections 34 to 66 apply to Class B properties.

(3) Plans of Class C properties shall be prepared in such manner as the Examiner considers most suitable to secure accuracy.

(4) Sections 34 to 66 do not apply to structural plans. O. Reg. 299/67, s. 32, *revised*.

**34.—**(1) Before undertaking a survey, a surveyor shall refer to all documentary evidence related to the



land under survey and the land adjoining the land under survey.

(2) The requirements of all statutes and regulations that affect the boundaries of the land shown on a plan shall be ascertained and complied with before the plan is presented for approval. O. Reg. 299/67, s. 33.

35.—(1) Where a monument no longer exists, all evidence concerning its original position shall be considered in the re-establishment thereof.

(2) Where a monument is placed on an existing boundary, the monument shall be placed on the boundary at a point that shall be established from evidence of the boundary line on both sides of the monument so placed. O. Reg. 299/67, s. 34.

36.—(1) Upon approval of a plan, the Examiner shall endorse his approval on the plan in Form 12.

(2) The Examiner may at any time examine a survey on the ground.

(3) The Examiner may request additional information from a surveyor regarding any survey examined under subsection 2. O. Reg. 299/67, s. 35.

37. Before presenting a plan for approval, a surveyor shall submit to the Examiner two paper prints of the plan together with a copy of any adjacent or underlying plan and such title records as may be required by the Examiner. O. Reg. 299/67, s. 36.

38.—(1) The Director of Titles may approve a plan for registration that does not comply strictly with the requirements of this Regulation or *The Surveys Act* or the regulations made thereunder. O. Reg. 299/67, s. 37 (1); O. Reg. 418/69, s. 7 (1).

(2) Except with the approval of the Director of Titles, no correction, amendment or other alteration shall be made to any plan that has been approved by the Examiner. O. Reg. 299/67, s. 37 (2); O. Reg. 418/69, s. 7 (2).

#### MONUMENTATION

39.—(1) Every exterior angle of a condominium property and points at intervals not greater than 1,000 feet on the exterior boundaries of the property shall be defined in the survey by,

- (a) a Standard Iron Bar;
- (b) a Concrete Monument;
- (c) a Rock Bar; or
- (d) a Rock Post,

as defined in section 1 of Regulation 807 of Revised Regulations of Ontario, 1970.

(2) Walls, floors, ceilings or other physical features may be adopted as the monuments that control the boundaries of condominium units, if a statement to that effect is printed on the plan or diagram of the unit that is registered.

(3) Except as provided in subsections 1, 2 and 4, other subdivision unit angles or corners and every angle on the condominium plan established to make a closed survey circuit shall be defined by,

- (a) an Iron Bar;
- (b) a Rock Cross;
- (c) a Cut Cross; or
- (d) a Rock Post,

as defined in section 1 of Regulation 807 of Revised Regulations of Ontario, 1970.

(4) Where subsection 2 is not applied, and where monumentation in accordance with subsection 3 is impracticable, boundaries shall be witnessed by measurements to monuments as defined in clause *k* of section 1.

(5) Monumentation may be varied where, in the opinion of the Examiner, the requirements of this section or of Regulation 807 of Revised Regulations of Ontario, 1970 are inappropriate, having regard to the circumstances.

(6) Sections 3 to 11 of Regulation 807 of Revised Regulations of Ontario, 1970 do not apply to condominium properties. O. Reg. 67/68, s. 3, *revised*.

#### Standards of Survey for LEVEL 1

40.—(1) All boundaries of the land being surveyed shall be measured directly or shall be determined by closed traverse or triangulation.

(2) Hanging lines shall be verified by two independent measurements of angle and distance. O. Reg. 299/67, s. 38.

41.—(1) The error of closure in respect of the perimeter of each subdivision unit shall not exceed,

- (a) for the first 100 feet of perimeter, an error of 0.10 feet;
- (b) for the next 1000 feet of perimeter, an error of 0.02 feet per 100;
- (c) for each succeeding 100 feet of perimeter up to a total perimeter of 1900 feet, an error of 0.01 feet; and



(d) for a total perimeter of more than 1900 feet, an error of 1 in 5000.

(2) The errors of closure prescribed in subsection 1 apply to hanging lines. O. Reg. 299/67, s. 39.

**42.** The position of a natural boundary that forms a boundary of the land being surveyed or that governs the position of that boundary shall be determined by,

(a) periodic offsets at such intervals as the complexity of the natural boundary demands and to such extent as will enable relocation of the natural boundary, the said offset measurements to be of not greater length than 250 feet and at not greater intervals than 200 feet along a controlled traverse;

(b) stadia measurements of not more than 1000 feet in length from stations on a controlled traverse, to such points on the natural boundary as are necessary to determine all its irregularities and to enable its relocation, such points to be at not greater intervals than 200 feet along the natural boundary; or

(c) controlled photogrammetric methods. O. Reg. 299/67, s. 40.

**43.** Bearings shall be related to the geographic poles of the earth. O. Reg. 299/67, s. 41.

**44.—(1)** The monuments controlling the extent of units shall be described fully in the declaration and a brief note describing the monuments shall be endorsed on the plan of each level and, when the scale of the plan of any level is not sufficient to illustrate this clearly, a separate plan of compilation shall be drawn showing the specification and relationship between the boundaries of the units and the monumentation. O. Reg. 299/67, s. 42 (1); O. Reg. 418/69, s. 8.

(2) The original positions of the monuments referred to in subsection 1 shall be adopted as governing the location of units on any resurvey. O. Reg. 299/67, s. 42 (2).

#### Standards for LEVEL 1 Plans

**45.—(1)** A plan,

(a) shall be drawn on the dull side of durable linen that is not waterproof and is of such quality that opaque or transparent reproductions may be made by either a wet or dry process without damaging the plan;

(b) shall be drawn and executed in black india ink only and shall show no colouring of any kind whatsoever;

(c) shall be drawn to a professional standard of draughtsmanship and be neat and clear and in fit condition for making legible reproductions;

(d) shall be certified on the plan by the surveyor in Form 13;

(e) shall, where any unit is defined by reference to a building, be certified on the plan by the surveyor in Form 14;

(f) shall show Form 15 in the upper right-hand corner;

(g) shall show Form 12 immediately below Form 15;

(h) shall show in the upper right-hand corner below Form 12 the following notation:

“Declaration registered as No. . . . .”;  
and

(i) shall be endorsed by each owner in Form 16.

(2) There shall be endorsed on the plan of each level a sheet number and the total number of sheets.

(3) The only handwriting to appear on the plan shall be the signatures of those persons required to sign the plan, and under each signature shall be legibly printed the name of the person signing.

(4) No part of a plan or of any certificate, approval or other matter required thereon shall be stamped, typewritten, stencilled, lithographed or engraved but the title, legend, form of the surveyor's certificate or margin may be printed, if it is machine printed with metallic overprint ink. O. Reg. 299/67, s. 43.

**46.** A plan shall be drawn to a scale or scales sufficient for clarity of all particulars on the plan. O. Reg. 299/67, s. 44.

**47.** All linear measurements on a plan shall be shown either in feet and decimals of a foot or in feet and inches. O. Reg. 299/67, s. 45.

**48.** Directions shall be shown on the plan in quadrantal bearings referred to the cardinal points. O. Reg. 299/67, s. 46.

**49.—(1)** The origin of the bearings shall be stated on the plan in note form.

(2) Bearings may be derived from a line of known true bearing if survey evidence of such line exists on the ground in its original position and is shown on the plan.

(3) Where bearings have been determined by the surveyor by direct observations, a note shall be shown on the plan as follows:

"Bearings are true, derived from observations

on.....  
(point of observation)

and are referred to the meridian through

....."  
(point on the ground definable by survey)

O. Reg. 299/67, s. 47.

50. There shall be shown on a plan clearly and accurately by broken lines, sufficient information to enable the identification of,

- (a) the limits of pre-existing subdivision units or limits defined by descriptions of land, registered under *The Land Titles Act* or *The Registry Act*, included within the land surveyed and the land adjoining the land being surveyed; and
- (b) the identifying numbers, letters or words of the land referred to in clause a. O. Reg. 299/67, s. 48.

51. The limits of units and common elements shall be shown on the plan by solid lines of a consistent weight and the lines shall be heavier than the lines referred to in section 50. O. Reg. 299/67, s. 49.

52. The adjoining limits of land adjacent to the land being surveyed shall be shown on the plan and verified with actual measurements. O. Reg. 299/67, s. 50.

53.—(1) A plan shall show the position and form of all survey monuments and other evidence found, conflicting or otherwise.

(2) Monuments and other evidence found shall be distinguished by the abbreviation "Fd.". O. Reg. 299/67, s. 51.

54.—(1) The measurements of distances and directions obtained by the surveyor in the course of a survey on the ground shall be reduced to true measurements and shall be shown on the plan.

(2) Where a measurement of distance or direction differs from that shown in the parcel register or on a registered plan under *The Land Titles Act* or in a deed or other conveyance or plan registered under *The Registry Act*, the measurement shall be followed by,

(a) the abbreviation "Meas."; and

(b) the corresponding measurement in the parcel register, on the registered plan or in the deed or conveyance; and

(c) "Register", "Plan (No.).....", or "Deed (No.).....",

or as the case may be. O. Reg. 299/67, s. 52, revised.

55.—(1) A plan shall show,

(a) the bearing and length of each straight line forming any surveyed limit or part of any surveyed limit, except that, in the case of a tier of units that is shown by dimensions to be a series of parallelograms, the direction of each of the side lines of the units may be indicated by the bearings at both ends of the tier;

(b) the radius, arc length, chord length and chord bearing of each curved line forming any surveyed limit or part of any surveyed limit;

(c) the perpendicular or radial widths of every street, lane, public passage, unit or common element of which the limits are parallel or concentric;

(d) the straight line distances and bearings between the points of street intersections on the same side of the street and, where all or part of an intersection is on a curve, the radius, arc length, chord length and bearing of the curved portion; and

(e) the location of the radial centre of an arc that forms the end of a cul-de-sac, clearly defined with reference to the street or streets approaching the cul-de-sac.

(2) Where the arc of a simple curve joins a line that is not tangent to the curve, the junction of curve shall be shown as "not tangential".

(3) Where space does not permit the showing of the chord length and bearing in their normal position in respect of the curve, they may be shown in schedule form on the plan. O. Reg. 299/67, s. 53.

56.—(1) Subject to subsection 2, there shall be shown on a plan all roads, streets, lanes, railway lands, rivers, canals, streams, lakes, ponds and marshes lying within or abutting upon the surveyed land.

(2) Topographical information that does not relate to the definition of limits of subdivision units, units or common elements shall not be shown on a plan.



(3) Natural boundaries shall be accurately plotted on a plan.

(4) Where traverse lines are shown from which natural boundaries have been defined on the ground, complete particulars shall be shown on a plan, including,

- (a) bearings, distances and lengths of offsets and the angles that they make with the respective traverse lines;
- (b) bearings and distances of stadia measurements;
- (c) information relevant to any other method by which a natural boundary is determined; and
- (d) information relating to the boundaries and ties with other surveys and land boundaries.

(5) The particulars required by subsection 4 shall be shown along the appropriate course on the plan, but where it is not practicable to show such particulars they may be shown in a schedule if they are identified and related to the appropriate course on the plan. O. Reg. 299/67, s. 54, *amended*.

57. Every part of a property that is not a common element shall be designated on the plan by the word "UNIT" followed by a number, and the numbers shall follow consecutively and there shall not be more than one "UNIT" designated on each level sheet by the same number and, where a specification is required of parts of the common elements that are to be used by the owners of one or more units but not by all of the owners, these exclusive use portions may be designated on a separate plan by numbers or letters or by numbers and letters. O. Reg. 299/67, s. 55; O. Reg. 418/69, s. 9.

58. An easement or right of way existing at the time of the survey shall be shown on the plan. O. Reg. 299/67, s. 56.

59. Every plan shall bear a title showing the designation of every subdivision unit the whole or a portion of which is included within the area to which the plan applies. O. Reg. 299/67, s. 57.

60. Each plan shall show under the title the scale to which the plan is drawn, the name of the surveyor or survey organization or firm and the year in which the survey was completed. O. Reg. 299/67, s. 58.

61. A simple north point accurately plotted shall be placed in a conspicuous position on each plan. O. Reg. 299/67, s. 59.

62. On the lesser of its two dimensions, a plan shall not exceed thirty inches, including a margin of one-half of an inch. O. Reg. 299/67, s. 60.

63. Upon the registration of a plan, the master or registrar shall endorse on the plan the particulars of registration in Form 15. O. Reg. 299/67, s. 61.

64.—(1) At the time of registration of a plan, there shall be delivered to the master or registrar together with the original plan or the certified copy received under clause *b* of section 16 two duplicates of the plan, and the master or registrar shall,

- (a) endorse the particulars of registration of the plan on the duplicates;
- (b) retain one duplicate in his custody; and
- (c) deliver the other duplicate to the clerk of the municipality in which the land is situated.

(2) A duplicate plan shall be a mechanically reproduced copy of the plan of which it is the duplicate, and shall be reproduced on such material and by such process as the Examiner approves. O. Reg. 299/67, s. 62 (1, 2).

(3) The lands shown on the duplicate plan to be retained by the master or registrar shall be coloured a light shade of pink to designate units and yellow to designate the common elements. O. Reg. 418/69, s. 10.

#### Standards for Plans other than LEVEL 1

65. Section 45 except clause *d* of subsection 1, and sections 46, 51, 57, 62, 63 and 64 apply to plans of levels other than LEVEL 1. O. Reg. 299/67, s. 63.

66. Plans of levels other than LEVEL 1 shall be designated by the word "LEVEL", plans of levels above LEVEL 1 shall be numbered consecutively beginning with the number "2" and plans of levels below LEVEL 1 shall be lettered alphabetically beginning with the letter "A", and,

- (a) may be compiled from information obtained from the structural plans and the plan of LEVEL 1; and
- (b) a section or perspective drawing, sufficiently accurate to portray the vertical relationship of all levels, shall be drawn on each sheet. O. Reg. 299/67, s. 64.



## Schedule 1

COLUMN 1 Registry or Land Titles Division (see Note 1)	COLUMN 2 Component of Name of Corporation and Plan
1. Algoma (No. 1) (L.T.)	1. Algoma
2. Brant (No. 2)	2. Brant
3. Bruce (No. 3) (L.T.)	3. Bruce
4. Cochrane (No. 6) (L.T.)	4. Cochrane
5. Dufferin (No. 7)	5. Dufferin
6. Dundas (No. 8)	6. Dundas
7. Durham East (No. 9)	7. Durham East
8. Durham West (No. 10) (L.T.)	8. Durham
9. Elgin (No. 11) (L.T.)	9. Elgin
10. Essex (No. 12) (L.T.)	10. Essex
11. Frontenac (No. 13)	11. Frontenac
12. Glengarry (No. 14)	12. Glengarry
13. Grenville (No. 15)	13. Grenville
14. Grey North (No. 16)	14. Grey
15. Grey South (No. 17)	15. Grey South
16. Haldimand (No. 18)	16. Haldimand
17. Haliburton (No. 19)	17. Haliburton
18. Halton (No. 20) (L.T.)	18. Halton
19. Hastings (No. 21) (L.T.)	19. Hastings
20. Huron (No. 22)	20. Huron
21. Kenora (No. 23) (L.T.)	21. Kenora
22. Kent (No. 24)	22. Kent
23. Lambton (No. 25)	23. Lambton
24. Lanark North (No. 26)	24. Lanark North
25. Lanark South (No. 27)	25. Lanark
26. Leeds (No. 28)	26. Leeds
27. Lennox (No. 29)	27. Lennox
28. London (No. 32) (L.T.) (see Note 2)	28. London
29. Manitoulin (No. 31) (L.T.)	29. Manitoulin
30. Middlesex East (No. 33) (see Note 2)	30. Middlesex
31. Middlesex West (No. 34) (L.T.)	31. Middlesex West
32. Muskoka (No. 35) (L.T.)	32. Muskoka
33. Niagara North (No. 30) (L.T.)	33. Niagara North
34. Niagara South (No. 59) (L.T.)	34. Niagara South
35. Nipissing (No. 36) (L.T.)	35. Nipissing
36. Norfolk (No. 37)	36. Norfolk
37. Northumberland East (No. 38)	37. Northumberland East
38. Northumberland West (No. 39)	38. Northumberland
39. Ontario County (No. 40) (L.T.)	39. Ontario
40. Ottawa-Carleton (No. 4) (L.T.)	40. Carleton
41. Oxford (No. 41) (L.T.)	41. Oxford
42. Parry Sound (No. 42) (L.T.)	42. Parry Sound
43. Peel (No. 43) (L.T.)	43. Peel
44. Perth (No. 44)	44. Perth
45. Peterborough (No. 45)	45. Peterborough
46. Prescott (No. 46) (L.T.)	46. Prescott
47. Prince Edward (No. 47)	47. Prince Edward
48. Rainy River (No. 48) (L.T.)	48. Rainy River
49. Renfrew (No. 49)	49. Renfrew
50. Russell (No. 50) (L.T.)	50. Russell
51. Simcoe (No. 51)	51. Simcoe
52. Stormont (No. 52)	52. Stormont
53. Sudbury (No. 53) (L.T.)	53. Sudbury
54. Thunder Bay East (No. 56) (L.T.)	54. Thunder Bay East
55. Thunder Bay West (No. 55) (L.T.)	55. Thunder Bay West
56. Timiskaming (No. 54) (L.T.)	56. Timiskaming
57. Toronto and York (No. 66) (L.T.)	57. York
58. Victoria (No. 57)	58. Victoria

COLUMN 1	COLUMN 2
Registry or Land Titles Division (see Note 1)	Component of Name of Corporation and Plan
59. Waterloo North (No. 58)	59. Waterloo North
60. Waterloo South (No. 67)	60. Waterloo South
61. Wellington North (No. 60)	61. Wellington North
62. Wellington South (No. 61)	62. Wellington
63. Wentworth (No. 62) (L.T.)	63. Wentworth

NOTE 1. "L.T." indicates that the division is a Land Titles division.

NOTE 2. The Land Titles Division of London includes the whole of the City of London as constituted on November 1, 1970. O. Reg. 299/67, Sched. 1; O. Reg. 67/68, s. 4; O. Reg. 418/69, s. 11(1-3), *revised*.

Schedule 2

FEEs PAYABLE TO MASTERS OF TITLES AND REGISTRARS OF DEEDS

1—(1) For the registration of a declaration and description.....	\$30
(2) Where the declaration and description affect more lots or parcels than one, for each lot or parcel after the first.....	.50
(3) For each unit into which the property is divided by the description.....	.25
2. For the registration of a by-law of a corporation.....	7.50
3. For the registration of a notice of lien or discharge under section 13 of the Act.....	3
4. For the registration of a notice of termination.....	7.50
5. For the registration of an amendment to a declaration.....	7.50
6. Notwithstanding the schedules of fees prescribed under <i>The Land Titles Act</i> or <i>The Registry Act</i> , where any instrument after the registration of the declaration and description is by this Regulation required to be recorded more than once, for each additional recording.....	.50

O. Reg. 299/67, Sched. 2; O. Reg. 418/69, s. 12.

Schedule 3

FEEs PAYABLE TO THE DIRECTOR OF TITLES

1. For the examination of a description,	
(a) where the number of units does not exceed 50, \$50.00 plus 75 cents for each unit;	
(b) where the number of units exceeds 50 but does not exceed 100, \$87.50 plus 60 cents for each unit over 50; and	
(c) where the number of units exceeds 100, \$117.50 plus 50 cents for each unit over 100.	
2. (1) On the re-examination of a description.....	\$25
(2) For each unit necessarily re-examined.....	.75
3. Where a survey is verified on the ground by the Examiner or by an Assistant Examiner, the fees prescribed under <i>The Land Titles Act</i> , <i>mutatis mutandis</i> .	

O. Reg. 299/67, Sched. 3; O. Reg. 418/69, s. 13.

Form 1

The Condominium Act

CONDOMINIUM CORPORATIONS INDEX

(Name of Land Titles or Registry Division)

Registration No. of Declaration	Date of Registration	Full Name of Corporation	Land (Note whether Registry or Land Titles)
		Consecutive Number  (Name) Condominium Corporation No. etc.	

O. Reg. 299/67, Form 1, revised.

Form 2

The Condominium Act

PROPERTY PARCEL REGISTER

Property Parcel	..... Condominium Plan No. ....
Formerly Parcel.....  (marginal notes)	Recording Instructions:  1. Make the usual entry of ownership, description of land, encumbrances, etc., in respect of the property and the owners by whom the declaration and description are registered.  2. Make an entry of the declaration and description, giving registration numbers and date and the numbers of the units included in the condominium property.  3. Make an entry to the effect that subsequently registered instruments dealing with the common elements are recorded in the Common Elements and General Index.  4. Re-enter each unit in the previously established Unit Register (Form 5) on the registration of a transfer or charge of one or more but not all units from the owner by whom the declaration and description were registered.

O. Reg. 299/67, Form 2.



Form 3

*The Condominium Act*

CONSTITUTION INDEX

(Name of Condominium Corporation)

(Identification of condominium plan)

Registration No.	Registration Date	Nature of Instrument	Remarks

NOTE: This index is to be used exclusively for recording the declaration and description and the by-laws of the condominium corporation and amendments thereto.

O. Reg. 299/67, Form 3.

Form 4

*The Condominium Act*

COMMON ELEMENTS AND GENERAL INDEX

..... CONDOMINIUM PLAN No. ....

(to be printed in index) NOTICE: INSTRUMENTS AFFECTING OWNERSHIP OF INTERESTS IN COMMON ELEMENTS, AS APPURTENANT TO UNITS, ARE RECORDED IN THE UNIT REGISTERS (OR INDEXES).

NOTE: The remainder of this Form is to follow the authorized parcel register form for a land titles office or abstract index form for a registry office.

O. Reg. 299/67, Form 4.

Form 5

*The Condominium Act*

UNIT REGISTER OR INDEX

UNIT (No.) LEVEL (No.)

..... CONDOMINIUM PLAN No. ....

(to be printed in register or index) NOTICE: SEE THE CONSTITUTION INDEX FOR THE DECLARATION, BY-LAWS, ETC., AND THE COMMON ELEMENTS AND GENERAL INDEX FOR INSTRUMENTS AFFECTING THE COMMON ELEMENTS AND ALL UNITS AND THE PROPERTY PARCEL REGISTER (OR PROPERTY ABSTRACT INDEX) FOR PRIOR TITLE.

NOTE: The remainder of this Form is to follow the authorized parcel register form for a land titles office or the abstract index form for a registry office.

O. Reg. 299/67, Form 5.

Form 6

The Condominium Act

PROPERTY ABSTRACT INDEX

..... CONDOMINIUM PLAN No. ....

ABSTRACT INDEX OF PRIOR TITLE

Registra- tion No.	Instrument	Date of Instrument	Registration Date	Grantor	Grantee	Consideration etc.	Land and Remarks

Recording Instructions: Here reabstract the certificate of title under *The Certification of Titles Act* and all registered instruments mentioned in schedules B and C thereof, the declaration and description and all intervening registrations.

O. Reg. 299/67, Form 6.

Form 7

The Condominium Act

DEDICATION OF ADDITIONAL LAND TO COMMON ELEMENTS

The Board of the hereinbefore mentioned.....Condominium Corporation No..... hereby dedicates the hereinbefore described land as an addition to the common elements of..... Condominium Plan No.....

Witness the seal of the Corporation duly affixed by the authorized officers of the Corporation at....., this.....day of.....,19.....

.....  
..... (Corp.  
seal)  
(signatures)

O. Reg. 299/67, Form 7.

Form 8

The Condominium Act

NOTICE OF TERMINATION UNDER SECTION 18 OF THE ACT

.....  
(name of Condominium Corporation)

HEREBY GIVES NOTICE under subsection.....of section 18 of *The Condominium Act*, that,

1. The board of directors of the Corporation did on the.....day of.....,

19.... determine that substantial damage to 25 per cent (or such greater percentage as is specified in the declaration) of the building occurred on the.....day of....., 19....

Where notice is under subsection 1 of section 18 of the Act add:

2. On a vote, on the.....day of....., 19...., the owners who at that time owned 80 per cent (or such greater percentage as is specified in the declaration) of the common elements did not vote for repair.

OR

Where notice is under subsection 2 of section 18 of the Act add:

3. There was no vote under subsection 2 of section 17 of the Act within sixty days after the determination.

4. This notice is given in respect of the property included in.....Condominium Plan No.....registered in the Office of Land Titles at.....(or in the Registry Office for the Registry Division of.....).

5. Upon registration of this notice, subsection 3 of section 18 of *The Condominium Act*, applies.

Witness the seal of the Corporation duly affixed by the authorized officers of the Corporation at .....this.....day of....., 19....

..... (Corp. seal)  
..... (signatures)

O. Reg. 299/67, Form 8.

Form 9

*The Condominium Act*

NOTICE OF TERMINATION UNDER SECTION 20 (2) OF THE ACT

WE, ..... and the undersigned, being all the members (name of condominium corporation)

of the Corporation and all the persons having registered claims against the property created after the registration of the declaration and description,

HEREBY GIVE NOTICE under subsection 2 of section 20 of *The Condominium Act*, that, by a vote on the .....day of....., 19...., the owners who at that time owned 80 per cent (or such greater percentage as is specified in the declaration) of the common elements authorized the termination of the government by *The Condominium Act*, of the property included in (identification of Condominium Plan) registered in the Office of Land Titles at..... (or in the Registry Office for the Registry Division of.....).

AND THAT all the persons having registered claims, as aforesaid, having consented, upon the registration of this notice, subsection 3 of section 20 of *The Condominium Act*, applies.



Witness the seal of the Corporation duly affixed by the authorized officers of the Corporation at....., this.....day of....., 19....

..... (Corp. seal)  
.....  
(signatures)

OWNERS

(Witness) .....  
(signature of individual)

(NAME AS REGISTERED IN PRINT)  
RE: UNIT (No.)    LEVEL (No.)

(Corp. seal) .....  
(signatures of officers of corporate owner)

(NAME OF CORPORATE OWNER IN PRINT)  
RE: UNIT (No.)    LEVEL (No.)  
etc.

REGISTERED CLAIMANTS

(Witness) .....  
(signature of individual)

(NAME AS REGISTERED IN PRINT)  
RE: UNIT (No.)    LEVEL (No.)  
(or RE: ALL UNITS AND COMMON ELEMENTS)

(Corp. seal) .....  
(signatures of officers of corporate claimant)

(NAME OF CORPORATE CLAIMANT IN PRINT)  
RE: UNIT (No.)    LEVEL (No.)  
(or RE: ALL UNITS AND COMMON ELEMENTS)

PRO TANTO RELEASES OF DOWER

The undersigned each hereby bars her dower to the extent necessary to release the interests in common, other than the interest in common of her husband, created upon the registration of this notice.

(Witness) .....  
(signature)

(NAME IN PRINT)  
WIFE OF (NAME OF OWNER AS REGISTERED IN PRINT)  
RE: UNIT (No.)    LEVEL (No.)  
etc.

Form 10

*The Condominium Act*

NOTICE OF LIEN  
UNDER SUBSECTION 4 OF SECTION 13 OF THE ACT

.....  
(name of Condominium Corporation)

HEREBY GIVES NOTICE under subsection 4 of section 13 of *The Condominium Act*, that upon registration of this notice the Corporation has a lien against UNIT (No.) LEVEL (No.) of (identification of condominium plan) registered in the Office of Land Titles at.....(or in the Registry Office for the Registry Division of ..... ) and the common interest appurtenant thereto for the amount of \$....., being the amount of the default of the owner(s), (full names, as registered) in his (her, their) obligation to contribute towards the common expenses.

Witness the seal of the Corporation duly affixed by the authorized officers of the Corporation at  
....., this.....day of....., 19....

.....  
..... (Corp.  
seal)  
(signatures)

O. Reg. 299/67, Form 10.

Form 11

*The Condominium Act*

DISCHARGE OF LIEN  
UNDER SUBSECTION 6 OF SECTION 13 OF THE ACT

.....  
(name of Condominium Corporation)

having received payment of the amount mentioned in the notice of lien registered as No..... in respect of UNIT (No.) LEVEL (No.) of (identification of condominium plan) registered in the Office of Land Titles at.....(or in the Registry Office for the Registry Division of.....), pursuant to subsection 6 of section 13 of *The Condominium Act*, hereby discharge the said UNIT from the said lien.

Witness the seal of the Corporation duly affixed by the authorized officers of the Corporation at  
....., this.....day of....., 19....

.....  
..... (Corp.  
seal)  
(signatures)

O. Reg. 299/67, Form 11.

Form 12

The Condominium Act

Approved for Registration.....

.....

Examiner of Surveys

O. Reg. 299/67, Form 12.

Form 13

The Condominium Act

SURVEYOR'S CERTIFICATE

I Hereby Certify that:

1. This survey and plan are correct and in accordance with *The Condominium Act* and *The Surveys Act* and the regulations made thereunder.
2. I was present and did personally supervise the survey represented by this plan.
3. This plan contains a true copy of the field notes of survey.
4. The survey was completed on the.....day of....., 19....

.....  
(date)

.....  
(signature)

.....  
(name in print)  
Ontario Land Surveyor

O. Reg. 299/67, Form 13.

Form 14

The Condominium Act

SURVEYOR'S CERTIFICATE

I hereby certify that the building(s) shown on this plan is (are) in existence and that the units designated on this plan substantially represent the units within the structure(s).

.....  
(date)

.....  
(signature)

.....  
(name in print)  
Ontario Land Surveyor

O. Reg. 299/67, Form 14.



Form 15

*The Condominium Act*

CERTIFICATE OF REGISTRATION

..... CONDOMINIUM PLAN No. ....

LEVEL—(or LEVELS. ....to.....)

UNIT—(or UNITS. ....to.....)

Registered in the Office of Land Titles at.....(or in the Registry Office for the  
Registry Division of.....) at.....o'clock on the.....day of....., 19....

.....  
(signature)  
Master of Titles or Registrar  
O. Reg. 299/67, Form 15.

Form 16

*The Condominium Act*

OWNER'S CERTIFICATE

This is to certify that the property included in this plan has been laid out into units and common elements  
in accordance with my (our) instructions.

Dated at....., this.....day of....., 19....

.....  
(signature)  
.....  
(name in print)  
O. Reg. 299/67, Form 16.

## REGULATION 99

### under The Conservation Authorities Act

#### CONSERVATION AREAS— BIG CREEK REGION

##### 1. In this Regulation,

- (a) "authority" means the Big Creek Region Conservation Authority;
- (b) "conservation area" means an area consisting of one parcel or, where two or more parcels are contiguous, the contiguous parcels of land owned by the Authority, but does not include an "Agreement Forest";
- (c) "vehicle" means a vehicle as defined in *The Highway Traffic Act*. O. Reg. 175/69, s. 1.

2. This Regulation applies to the use by the public of conservation areas and the works, vehicles, boats, services and things of the Authority. O. Reg. 175/69, s. 2.

3. The Secretary-Treasurer may refuse to issue any permit required by this Regulation, where, in his opinion, to do so would not be in the interest of,

- (a) the best, safest and most orderly use of the conservation area by the public; or
- (b) the best administration of the conservation area, having regard to the conservation, restoration and development of the natural resources of the conservation area. O. Reg. 175/69, s. 3.

##### 4. No person shall,

- (a) deface, remove or damage any property in a conservation area;
- (b) remove, injure, or destroy any tree, shrub, plant, flower or growing thing, or any soil, rock or other material in a conservation area;
- (c) kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed any wild bird or animal within a conservation area, except,
  - (i) in an area set aside for the purpose, and
  - (ii) under the authority of a permit issued by the Secretary-Treasurer;

(d) fire or discharge any torpedo, rocket or other fireworks in a conservation area; or

(e) perform any act that causes or is likely to cause a danger for other persons using a conservation area. O. Reg. 175/69, s. 4.

5. No person shall abandon any refuse or other object or material within a conservation area except in receptacles or pits provided by the Authority for the purpose. O. Reg. 175/69, s. 5.

6. No person shall erect, post, paste, fasten, paint or affix any placard, bill, notice or sign in a conservation area unless a permit therefor is first obtained from the Secretary-Treasurer. O. Reg. 175/69, s. 6.

7.—(1) No person shall bring a horse, cow or other animal into a conservation area without a permit therefor issued by the Secretary-Treasurer.

(2) No person shall permit a dog, cat or other pet to be in a conservation area unless,

- (a) the dog, cat or other pet is secured by a leash that does not exceed six feet in length; or
- (b) a permit therefor has been issued by the Secretary-Treasurer. O. Reg. 175/69, s. 7.

##### 8. No person shall,

- (a) sell or offer for sale any article or service;
- (b) advertise or carry on any business or commercial enterprise; or
- (c) beg or solicit charity,

within a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 175/69, s. 8.

9. No person shall bring a show of any kind or any equipment for entertainment into a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 175/69, s. 9.

10. No person shall wade, bathe or swim in a conservation area except at such times and at such places as are set aside by the Authority for the purpose. O. Reg. 175/69, s. 10.

11. No person shall conduct a public meeting or perform any act that congregates or is likely to con-

gregate persons in a conservation area without a permit therefor issued by the Secretary-Treasurer.

12.—(1) No person shall use a watercraft of any kind in the Lehman Dam Conservation Area without a permit therefor issued by the Secretary-Treasurer.

(2) No person shall use a watercraft fitted with an outboard or inboard motor of more than ten horsepower in a Conservation Area.

(3) No person shall use a watercraft fitted with any type of motor in the Deer Creek Conservation Area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 175/69, s. 12.

13.—(1) No person shall light or maintain a fire in a conservation area in a place other than a fire-place or other location provided by the Authority for the purpose.

(2) No person who lights a fire in a conservation area shall leave the fire unattended or leave the site of the fire before the fire is completely extinguished. O. Reg. 175/69, s. 13.

14. Except in conservation areas that have been set aside and posted by the Authority for hunting and archery, no person other than a peace officer shall possess an air-gun, fire-arm, sling-shot or archery equipment in a conservation area. O. Reg. 175/69, s. 14.

15. No person shall occupy a camp-site except in an area set aside by the Authority for the purpose, or under the authority of a group camp-site permit issued by the Secretary-Treasurer. O. Reg. 175/69, s. 15.

16.—(1) Sections 87, 91, 93, 94 and 98 of *The Highway Traffic Act* apply to the operation of vehicles on roads under the jurisdiction of the Authority.

(2) No person shall,

(a) operate a vehicle within a conservation area except on a roadway or other place set aside by the Authority for the purpose;

(b) operate a vehicle at a speed in excess of fifteen miles per hour on any road under the jurisdiction of the Authority;

(c) park a vehicle within a conservation area in a place other than one that has been set aside by the Authority for the purpose; or

(d) operate a public commercial vehicle, as defined in *The Public Commercial Vehicles Act*, within a conservation area for commercial purposes except for the purpose of making deliveries within the conservation area. O. Reg. 175/69, s. 16.

17. A conservation area or any part thereof may be closed entirely or closed to certain uses during such specified periods of time as the Authority determines and no person shall enter upon or occupy such conservation area or part thereof during the times posted. O. Reg. 175/69, s. 17.

18.—(1) The fees to take a vehicle into a conservation area are,

(a) for one car or motorcycle, \$1 a day or \$5 a year; and

(b) for one bus, \$2 a day.

(2) The fees for camping in a conservation area are,

(a) for one camp-site \$2 a day or \$12 a week; and

(b) for electrical power, 50 cents a day. O. Reg. 175/69, s. 18.

19. The penalty for a breach of this Regulation is a fine not exceeding \$100. O. Reg. 175/69, s. 19.



## REGULATION 100

### under The Conservation Authorities Act

#### CONSERVATION AREAS— CATARAQUI REGION

##### 1. In this Regulation,

- (a) "Authority" means the Cataraqui Region Conservation Authority;
- (b) "conservation area" means an area consisting of one parcel or, where two or more parcels are contiguous, the contiguous parcels of land owned by the Authority;
- (c) "vehicle" means a vehicle as defined in *The Highway Traffic Act*. O. Reg. 246/68, s. 1.

2. This Regulation applies to the use by the public of a conservation area and the works, services and things of the Authority. O. Reg. 246/68, s. 2.

3. Any person required to issue a permit by this Regulation may refuse to issue the permit where, in the opinion of the issuer, to do so would not be in the interest of,

- (a) the best, safest and most orderly use of the conservation area by the public; or
- (b) the best administration of the conservation area, having regard to the conservation, restoration and development of the natural resources of the conservation area. O. Reg. 246/68, s. 3.

##### 4. No person shall,

- (a) deface, remove or damage any property in a conservation area;
- (b) remove, injure or destroy any tree, shrub, plant, flower or growing thing, or any soil, rock or other material in a conservation area;
- (c) kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed any wild bird or animal within a conservation area except under the authority of a permit issued by the Secretary-Treasurer or in areas set aside and posted under section 14;
- (d) fire or discharge any torpedo, rocket or other fireworks in a conservation area; or
- (e) perform any act that causes or is likely to cause a danger for other persons using a conservation area. O. Reg. 246/68, s. 4.

5. No person shall abandon any refuse or other object or material within a conservation area except in receptacles or pits provided by the Authority for the purpose. O. Reg. 246/68, s. 5.

6. No person shall erect, post, paste, fasten, paint or affix any placard, bill, notice, or sign in a conservation area unless a permit therefor is first obtained from the Secretary-Treasurer. O. Reg. 246/68, s. 6.

7.—(1) No person shall bring a horse, cow or other animal into a conservation area without a permit therefor issued by the Secretary-Treasurer.

(2) No person shall permit a dog, cat or other pet to be in a conservation area unless,

- (a) the dog, cat or other pet is secured by a leash that does not exceed six feet in length; or
- (b) a permit therefor has been issued by the Secretary-Treasurer. O. Reg. 246/68, s. 7.

##### 8. No person shall,

- (a) sell or offer for sale any article or service;
- (b) advertise or carry on any business or commercial enterprise; or
- (c) beg or solicit charity,

within a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 246/68, s. 8.

9. No person shall bring a show of any kind or any equipment for entertainment into a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 246/68, s. 9.

10. Except under a permit therefor issued by the Secretary-Treasurer, no person shall conduct a public meeting or perform any act that congregates or is likely to congregate persons in a conservation area. O. Reg. 246/68, s. 10.

11.—(1) No person shall wade, bathe or swim in a conservation area except at such times and at such places as are set aside by the Authority for the purpose.

(2) No person shall take any inflatable object or snorkel or other underwater breathing device into the water in a conservation area. O. Reg. 246/68, s. 11.

12.—(1) No person shall use a boat propelled by an inboard or outboard motor in a conservation area

except under the authority of a permit therefor issued by the Secretary-Treasurer.

(2) Except in such places as are set aside by the Authority for the purpose, no person shall use a snowmobile, motor toboggan or any like thing in a conservation area. O. Reg. 246/68, s. 12.

**13.**—(1) Except under a permit therefor issued by the Secretary-Treasurer, no person shall light or maintain a fire in a conservation area in a place other than a fireplace or other location provided by the Authority for the purpose.

(2) No person who lights a fire in a conservation area shall leave the fire unattended or leave the site of the fire before the fire is completely extinguished. O. Reg. 246/68, s. 13.

**14.** Except under the authority of a permit therefor issued by the Secretary-Treasurer or in a conservation area that has been set aside and posted by the Authority for hunting and archery, no person other than a peace officer shall possess an air-gun, fire-arm, sling-shot or archery equipment within a conservation area. O. Reg. 246/68, s. 14.

**15.**—(1) Sections 87, 93, 94 and 98 of *The Highway Traffic Act* apply to the operation of vehicles on roads under the jurisdiction of the Authority.

(2) No person shall,

- (a) operate a vehicle within a conservation area except on a roadway or other place set aside by the Authority for the purpose;
- (b) operate a vehicle at a speed in excess of fifteen miles per hour on any road under the jurisdiction of the Authority;
- (c) park a vehicle within a conservation area in a place other than one that has been set aside by the Authority for the purpose; or
- (d) operate a public commercial vehicle, as defined in *The Public Commercial Vehicles Act*, within a conservation area for commercial purposes except for the purpose of making deliveries within the conservation area. O. Reg. 246/68, s. 15.

**16.** A conservation area or any part thereof may be closed entirely or closed to certain uses during such specified periods of time as the Authority determines and no person shall enter upon or occupy such conservation area or part thereof during the times posted. O. Reg. 246/68, s. 16.

**17.** The penalty for a breach of this Regulation is a fine not exceeding \$100. O. Reg. 246/68, s. 17.



## REGULATION 101

### under The Conservation Authorities Act

#### CONSERVATION AREAS—CREDIT VALLEY

##### 1. In this Regulation,

- (a) "Authority" means the Credit Valley Conservation Authority;
- (b) "conservation area" means an area consisting of one parcel or, where two or more parcels are contiguous, the contiguous parcels of land owned by the Authority;
- (c) "vehicle" means a vehicle as defined in *The Highway Traffic Act*. O. Reg. 91/63, s. 1.

2. This Regulation applies to the use by the public of conservation areas and the works, vehicles, boats, services and things of the Authority. O. Reg. 91/63, s. 2.

3. Any person required to issue a permit by this Regulation may refuse to issue the permit where, in the opinion of the issuer, to do so would not be in the interest of,

- (a) the best, safest and most orderly use of the conservation area by the public; or
- (b) the best administration of the conservation area, having regard to the conservation, restoration and development of the natural resources of the conservation area. O. Reg. 91/63, s. 3.

##### 4. No person shall,

- (a) deface, remove or damage any property in a conservation area;
- (b) remove, injure or destroy any tree, shrub, plant, flower or growing thing, or any soil, rock or other material in a conservation area;
- (c) kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed any wild bird or animal within a conservation area, except,
  - (i) in an area set aside by the Authority for the purpose, and
  - (ii) under the authority of a permit issued by the Secretary-Treasurer;
- (d) fire or discharge any torpedo, rocket or other fireworks in a conservation area; or

(e) perform any act that causes or is likely to cause a danger for other persons using a conservation area. O. Reg. 91/63, s. 4.

5. No person shall abandon any refuse or other object or material within a conservation area except in receptacles or pits provided by the Authority for the purpose. O. Reg. 91/63, s. 5.

6. No person shall erect, post, paste, fasten, paint or affix any placard, bill, notice or sign in a conservation area unless a permit therefor is first obtained from the Secretary-Treasurer. O. Reg. 91/63, s. 6.

7.—(1) No person shall bring a horse, cow or other animal into a conservation area without a permit therefor issued by the Secretary-Treasurer.

(2) No person shall permit a dog, cat or other pet to be in a conservation area unless,

- (a) the dog, cat or other pet is secured by a leash that does not exceed six feet in length; or
- (b) a permit therefor has been issued by the Secretary-Treasurer. O. Reg. 91/63, s. 7.

##### 8. No person shall,

- (a) sell or offer for sale any article or service;
- (b) advertise or carry on any business or commercial enterprise; or
- (c) beg or solicit charity,

within a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 91/63, s. 8.

9. No person shall bring a show of any kind or any equipment for entertainment into a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 91/63, s. 9.

10. Except under a permit therefor issued by the Secretary-Treasurer, no person shall conduct a public meeting or perform any act that congregates or is likely to congregate persons in a conservation area. O. Reg. 91/63, s. 10.

11. No person shall be in a conservation area after sunset and before 8 a.m. without a permit therefor issued by the Secretary-Treasurer. O. Reg. 91/63, s. 11.



12.—(1) No person shall wade, bathe or swim in a conservation area except at such time and at such places as are set aside by the Authority for the purpose.

(2) No person shall take any inflatable object or snorkel or other underwater breathing device into the water in a conservation area. O. Reg. 91/63, s. 12.

13. No person shall operate a boat within a conservation area. O. Reg. 91/63, s. 13.

14.—(1) Except under a permit therefor issued by the Secretary-Treasurer, no person shall light or maintain a fire in a conservation area in a place other than a fire-place or other location provided by the Authority for the purpose.

(2) No person who lights a fire in a conservation area shall leave the fire unattended or leave the site of the fire before the fire is completely extinguished. O. Reg. 91/63, s. 14.

15. Except in conservation areas that have been set aside and posted by the Authority for hunting and archery, no person, other than a peace officer, shall possess an air-gun, fire-arm, sling-shot or archery equipment in a conservation area. O. Reg. 91/63, s. 15.

16. No person shall occupy a camp-site except under the authority of a permit issued by the Secretary-Treasurer. O. Reg. 91/63, s. 16.

17.—(1) Sections 87, 93, 94 and 98 of *The Highway Traffic Act* apply to the operation of vehicles on roads under the jurisdiction of the Authority.

(2) No person shall,

- (a) operate a vehicle within a conservation area except on a roadway or other place set aside by the Authority for the purpose;

- (b) operate a vehicle at a speed in excess of ten miles per hour on any road under the jurisdiction of the Authority;

- (c) park a vehicle within a conservation area in a place other than one that has been set aside by the Authority for the purpose; or

- (d) operate a public commercial vehicle, as defined in *The Public Commercial Vehicles Act*, within a conservation area for commercial purposes, except for the purpose of making deliveries within the conservation area. O. Reg. 91/63, s. 17.

18. A conservation area or any part thereof may be closed entirely or closed to certain uses during such specified periods of time as the Authority determines and no person shall enter upon or occupy such conservation area or part thereof during the times posted. O. Reg. 91/63, s. 18.

19.—(1) The fee for parking in all conservation areas is,

- (a) for one car, 75 cents a day or \$7.50 a year;

- (b) for one motorcycle, 50 cents a day or \$5 a year; or

- (c) for one bus, \$7.50 a day. O. Reg. 91/63, s. 19 (1); O. Reg. 234/66, s. 1.

(2) The fee for a camp-site permit for one day or part thereof is \$1. O. Reg. 91/63, s. 19 (2).

(3) The fee for rental of the Terra Cotta pavilion is 10 cents per person. O. Reg. 91/63, s. 19 (3).

20. The penalty for a breach of this Regulation is a fine not exceeding \$100. O. Reg. 91/63, s. 20.

## REGULATION 102

### under The Conservation Authorities Act

#### CONSERVATION AREAS — GRAND RIVER

##### 1. In this Regulation,

- (a) "Authority" means the Grand River Conservation Authority;
- (b) "conservation area" means a tract of land consisting of one parcel or two or more contiguous parcels of land owned by the Authority;
- (c) "vehicle" means a vehicle as defined in *The Highway Traffic Act*. O. Reg. 399/68, s. 1.

2. This Regulation applies to the use by the public of conservation areas and to the use of works, vehicles, boats, services and things owned by or under the control of the Authority. O. Reg. 399/68, s. 2.

3. Any person authorized to issue a permit by this Regulation may refuse to issue a permit without giving any reason for such refusal, where, in the opinion of the issuer, to issue such permit would not be in the interest of,

- (a) the best, safest and most orderly use of the conservation area by the public; or
- (b) the best administration of the conservation area, having regard to all circumstances including the restoration and development of the natural resources of the conservation area. O. Reg. 399/68, s. 3.

##### 4. No person shall,

- (a) deface, remove or damage any property, building or structure in a conservation area;
- (b) remove, injure or destroy any tree, shrub, plant, flower or growing thing or any soil, rock or other material in a conservation area;
- (c) kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed any wild bird or animal within a conservation area except,
  - (i) in an area set aside by the Authority for the purpose, or
  - (ii) under the authority of a permit issued by the General Manager;

(d) fire or discharge any fire-arm, torpedo, rocket or fireworks of any type or kind in a conservation area; or

(e) perform any act that causes or is likely to cause danger to other persons using a conservation area. O. Reg. 399/68, s. 4.

5. No person shall leave any refuse or other objects or material within a conservation area except in receptacles or pits provided by the Authority for the purpose. O. Reg. 399/68, s. 5.

6. No person shall erect, post, paste, fasten, paint or affix any placard, bill, notice or sign in a conservation area unless a permit therefor is first obtained from the General Manager. O. Reg. 399/68, s. 6.

7.—(1) No person shall bring a horse or other animal into a conservation area without a permit issued therefor by the General Manager.

(2) No person shall permit a dog, cat or other pet to be in a conservation area unless,

- (a) the dog, cat or other pet is secured by a leash that does not exceed six feet in length; or
- (b) a permit therefor has been issued by the General Manager. O. Reg. 399/68, s. 7.

##### 8. No person shall,

- (a) sell or offer for sale any article or service;
- (b) advertise or carry on any business or commercial enterprise; or
- (c) beg or solicit charity,

within a conservation area without a permit therefor issued by the General Manager. O. Reg. 399/68, s. 8.

9. No person shall bring a show or public performance of any kind or equipment for the entertainment of the public in general into a conservation area without a permit therefor issued by the General Manager. O. Reg. 399/68, s. 9.

10. No person shall conduct a public meeting or perform any act that congregates or is likely to congregate persons in a conservation area. O. Reg. 399/68, s. 10.



11. No person other than a person who occupies a camp-site shall be in a conservation area after sunset or before sunrise without a permit therefor issued by the General Manager. O. Reg. 399/68, s. 11.

12.—(1) No person shall wade, bathe or swim in a conservation area except at such times and at such places as are set aside by the Authority for the purpose.

(2) No person shall take any inflatable object, snorkel or other underwater breathing device into the water in a conservation area. O. Reg. 399/68, s. 12.

13.—(1) No person shall use any type of watercraft in a conservation area except in a part thereof that is set aside by the Authority for the purpose.

(2) No person shall swim or operate any watercraft at a distance of less than fifty yards from dam structures and embankments.

(3) No person shall enter into a restricted area where the area is so posted.

(4) No person shall keep a houseboat in a conservation area for a longer period than one day unless a permit therefor is obtained from the General Manager. O. Reg. 399/68, s. 13.

14.—(1) Except under the authority of a permit therefor issued by the General Manager, no person shall light or maintain a fire in a conservation area in a place other than a fireplace or other location approved by the Authority for the purpose.

(2) No person who lights a fire in a conservation area shall leave the fire unattended or leave the site of the fire before it is completely extinguished. O. Reg. 399/68, s. 14.

15. Except in conservation areas that have been set aside and posted by the Authority for hunting or archery, no person, other than a peace officer, shall possess an air-gun, fire-arm, sling-shot or archery equipment in a conservation area. O. Reg. 399/68, s. 15.

16. No person shall occupy a camp-site except under the authority of a camp-site permit issued by the General Manager. O. Reg. 399/68, s. 16.

17.—(1) Sections 87, 93, 94 and 98 of *The Highway Traffic Act* shall apply to the operation of vehicles on roads under the jurisdiction of the Authority.

(2) No person shall,

(a) operate a vehicle within a conservation area except on a roadway or other place set aside by the Authority for the purpose;

(b) operate a vehicle at a speed in excess of fifteen miles per hour unless otherwise posted on any road under the jurisdiction of the Authority;

(c) operate a vehicle within a conservation area in a place other than one that has been set aside by the Authority for the purpose;

(d) operate a public commercial vehicle, as defined in *The Public Commercial Vehicles Act*, within a conservation area except for the purpose of making deliveries within the conservation area; or

(e) operate a motorized snow vehicle in a conservation area, except in a part thereof set aside for the purpose. O. Reg. 399/68, s. 17.

18. A conservation area or any part thereof may be closed or closed to certain uses during such specified periods of time as the Authority may from time to time determine and no person shall enter upon, use or occupy any such conservation area or part thereof during the times posted. O. Reg. 399/68, s. 18.

19. Where the provisions of this Regulation are in conflict with the terms of a lease of a cottage lot or farm or an agreement with the Ontario Pioneer Community Foundation, the terms of the lease or agreement prevail. O. Reg. 399/68, s. 19.

20. The penalty for a breach of this Regulation is a fine not exceeding \$100. O. Reg. 399/68, s. 20.



## REGULATION 103

### under The Conservation Authorities Act

#### CONSERVATION AREAS — HOLLAND VALLEY

##### 1. In this Regulation,

- (a) "Authority" means the Holland Valley Conservation Authority;
- (b) "conservation area" means an area consisting of one parcel or, where two or more parcels are contiguous, the contiguous parcels of land owned by the Authority;
- (c) "vehicle" means a vehicle as defined in *The Highway Traffic Act*. O. Reg. 162/67, s. 1.

2. This Regulation applies to the use by the public of conservation areas and the works, vehicles, boats, services and things of the Authority. O. Reg. 162/67, s. 2.

3. Any person required to issue a permit by this Regulation may refuse to issue the permit where, in the opinion of the issuer, to do so would not be in the interest of,

- (a) the best, safest and most orderly use of the conservation area by the public; or
- (b) the best administration of the conservation area, having regard to the conservation, restoration and development of the natural resources of the conservation area. O. Reg. 162/67, s. 3.

##### 4. No person shall,

- (a) deface, remove or damage any property in a conservation area;
- (b) remove, injure, or destroy any tree, shrub, plant, flower or growing thing, or any soil, rock or other material in a conservation area;
- (c) kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed any wild bird or animal within a conservation area, except,
  - (i) in an area set aside by the Authority for the purpose, and
  - (ii) under the authority of a permit issued by the Secretary-Treasurer;
- (d) fire or discharge any torpedo, rocket or other fireworks in a conservation area; or

- (e) perform any act that causes or is likely to cause a danger for other persons using a conservation area. O. Reg. 162/67, s. 4.

5. No person shall abandon any refuse or other object or material within a conservation area except in receptacles or pits provided by the Authority for the purpose. O. Reg. 162/67, s. 5.

6. No person shall erect, post, paste, fasten, paint or affix any placard, bill, notice or sign in a conservation area unless a permit therefor is first obtained from the Secretary-Treasurer. O. Reg. 162/67, s. 6.

7.—(1) No person shall bring a horse, cow or other animal into a conservation area without a permit therefor issued by the Secretary-Treasurer.

(2) No person shall permit a dog, cat or other pet to be in a conservation area unless,

- (a) the dog, cat or other pet is secured by a leash that does not exceed six feet in length; or
- (b) a permit therefor has been issued by the Secretary-Treasurer. O. Reg. 162/67, s. 7.

##### 8. No person shall,

- (a) sell or offer for sale any article or service;
- (b) advertise or carry on any business or commercial enterprise; or
- (c) beg or solicit charity,

within a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 162/67, s. 8.

9. No person shall bring a show of any kind or any equipment for entertainment into a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 162/67, s. 9.

10. Except under a permit therefor issued by the Secretary-Treasurer, no person shall conduct a public meeting or perform any act that congregates or is likely to congregate persons in a conservation area. O. Reg. 162/67, s. 10.

11. No person shall be in a conservation area after sunset and before sunrise without a permit therefor issued by the Secretary-Treasurer. O. Reg. 162/67, s. 11.

12.—(1) No person shall wade, bathe or swim in a conservation area except at such times and at such places as are set aside by the Authority for the purpose.

(2) No person shall take any inflatable object or snorkel or other underwater breathing device into the water in a conservation area, unless a permit to do so has been issued by the Secretary-Treasurer. O. Reg. 162/67, s. 12.

13. Except under a permit therefor issued by the Secretary-Treasurer, no person shall use an out-board motor in any conservation area. O. Reg. 162/67, s. 13.

14.—(1) Except under a permit therefor issued by the Secretary-Treasurer, no person shall light or maintain a fire in a conservation area in a place other than a fireplace or other location provided by the Authority for the purpose.

(2) No person who lights a fire in a conservation area shall leave the fire unattended or leave the site of the fire before the fire is completely extinguished. O. Reg. 162/67, s. 14.

15. Except in conservation areas that have been set aside and posted by the Authority for hunting and archery, no person, other than a peace officer, shall possess an air-gun, fire-arm, sling-shot or archery equipment in a conservation area. O. Reg. 162/67, s. 15.

16. No person shall occupy a camp-site except under the authority of a camp-site permit issued by the Secretary-Treasurer. O. Reg. 162/67, s. 16.

17.—(1) Sections 87, 93, 94 and 98 of *The Highway Traffic Act* apply to the operation of vehicles on roads under the jurisdiction of the Authority.

(2) No person shall,

(a) operate a vehicle within a conservation area except on a roadway or other place set aside by the Authority for the purpose;

(b) operate a vehicle at a speed in excess of fifteen miles per hour on any road under the jurisdiction of the Authority, except where otherwise posted;

(c) park a vehicle within a conservation area in a place other than a place that has been set aside by the Authority for the purpose;

(d) operate a public commercial vehicle, as defined in *The Public Commercial Vehicles Act*, within a conservation area for commercial purposes except for the purpose of making deliveries within the conservation area; or

(e) operate a snow-mobile, motor toboggan or any like thing in any conservation area, except under a permit therefor issued by the Secretary-Treasurer.

(3) An officer or Authority staff member may direct traffic and, in cases of fire, accident, traffic congestion or other emergency, may direct it into such channels as are necessary to prevent or relieve congestion or give right of way.

(4) Every person shall obey any direction given under subsection 3. O. Reg. 162/67, s. 17, *amended*.

18. A conservation area or any part thereof may be closed entirely or closed to certain uses during such specified periods of time as the Authority determines and no person shall enter upon or occupy such conservation area or part thereof during the times posted. O. Reg. 162/67, s. 18.

19. The fee for rental of the Holland Landing Conservation Area picnic shelter is 10 cents per person with a minimum fee of \$3 and a maximum fee of \$10. O. Reg. 162/67, s. 19.

20. The penalty for a breach of this Regulation is a fine not exceeding \$100. O. Reg. 162/67, s. 20.



## REGULATION 104

### under The Conservation Authorities Act

#### CONSERVATION AREAS — LOWER THAMES VALLEY

##### 1. In this Regulation,

- (a) "Authority" means the Lower Thames Valley Conservation Authority;
- (b) "conservation area" means an area consisting of one parcel or, where two or more parcels are contiguous, the contiguous parcels of land owned by the Authority, excepting lands under agreement for reforestation management with the Minister of Lands and Forests;
- (c) "vehicle" means a vehicle as defined in *The Highway Traffic Act*. O. Reg. 47/68, s. 1.

2. This Regulation applies to the use by the public of conservation areas and the works, vehicles, boats, services and things of the Authority. O. Reg. 47/68, s. 2.

3. The Secretary-Treasurer may refuse to issue any permit required by this Regulation, where, in his opinion, to do so would not be in the interests of,

- (a) the best, safest and most orderly use of the conservation area by the public; or
- (b) the best administration of the conservation area, having regard to the conservation, restoration and development of the natural resources of the conservation area. O. Reg. 47/68, s. 3.

##### 4. No person shall,

- (a) deface, remove or damage any property in a conservation area;
- (b) remove, injure or destroy any tree, shrub, plant, flower or growing thing, or any soil, rock or other material in a conservation area;
- (c) operate a watercraft propelled by power on any reservoir or pond under the jurisdiction of the Authority without a permit therefor issued by the Secretary-Treasurer;
- (d) kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed any wild bird or animal within a conservation area, except,

(i) in an area set aside for the purpose, and

(ii) under the authority of a permit issued by the Secretary-Treasurer;

(e) fire or discharge any torpedo, rocket or other fireworks in a conservation area; or

(f) perform any act that causes or is likely to cause a danger for other persons using a conservation area. O. Reg. 47/68, s. 4.

5. No person shall abandon any refuse or other object or material within a conservation area except in receptacles or pits provided by the Authority for the purpose. O. Reg. 47/68, s. 5.

6. No person shall erect, post, paste, fasten, paint or affix any placard, bill, notice or sign in a conservation area unless a permit therefor is first obtained from the Secretary-Treasurer. O. Reg. 47/68, s. 6.

7.—(1) No person shall bring a horse, cow or other animal into a conservation area without a permit therefor issued by the Secretary-Treasurer.

(2) No person shall permit a dog, cat or other pet to be in a conservation area unless,

(a) the dog, cat or other pet is secured by a leash that does not exceed six feet in length; or

(b) a permit therefor has been issued by the Secretary-Treasurer. O. Reg. 47/68, s. 7.

##### 8. No person shall,

- (a) sell or offer for sale any article or service;
- (b) advertise or carry on any business or commercial enterprise; or
- (c) beg or solicit charity,

within a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 47/68, s. 8.

9. No person shall bring a show of any kind or any equipment for entertainment into a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 47/68, s. 9.

10. No person shall conduct a public meeting or perform any act that congregates or is likely to con-



gregate persons in a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 47/68, s. 10.

11. No person shall wade, bathe or swim in a conservation area except at such times and at such places as are set aside by the Authority for the purpose. O. Reg. 47/68, s. 11.

12.—(1) No person shall light or maintain a fire in a conservation area in a place other than a fireplace or other location provided by the Authority for the purpose.

(2) No person who lights a fire in a conservation area shall leave the fire unattended or leave the site of the fire before the fire is completely extinguished. O. Reg. 47/68, s. 12.

13. Except in conservation areas that have been set aside and posted by the Authority for hunting and archery, no person other than a peace officer shall possess an air-gun, fire-arm, sling-shot or archery equipment in a conservation area. O. Reg. 47/68, s. 13.

14. No person shall occupy a camp-site except in an area set aside by the Authority for the purpose, or under the authority of a group camp-site permit issued by the Secretary-Treasurer. O. Reg. 47/68, s. 14.

15.—(1) Sections 87, 93, 94 and 98 of *The Highway Traffic Act* apply to the operation of vehicles on roads under the jurisdiction of the Authority.

(2) No person shall,

- (a) operate a vehicle within a conservation area except on a roadway or other place set aside by the Authority for the purpose;
- (b) operate a vehicle at a speed in excess of fifteen miles per hour on any road under the jurisdiction of the Authority;
- (c) park a vehicle within a conservation area in a place other than one that has been set aside by the Authority for the purpose; or
- (d) operate a public commercial vehicle, as defined in *The Public Commercial Vehicles Act*, within a conservation area for commercial purposes except for the purpose of making deliveries within the conservation area. O. Reg. 47/68, s. 15.

16. A conservation area or any part thereof may be closed entirely or closed to certain uses during such specified periods of time as the Authority determines and no person shall enter upon or occupy such conservation area or part thereof during the times posted. O. Reg. 47/68, s. 16.

17. The penalty for a breach of this Regulation is a fine not exceeding \$100. O. Reg. 47/68, s. 17.

## REGULATION 105

### under The Conservation Authorities Act

#### CONSERVATION AREAS—METROPOLITAN TORONTO AND REGION

##### 1. In this Regulation,

- (a) "Authority" means the Metropolitan Toronto and Region Conservation Authority;
- (b) "conservation area" means an area consisting of one parcel or, where two or more parcels are contiguous, the contiguous parcels of land owned by the Authority;
- (c) "vehicle" means a vehicle as defined in *The Highway Traffic Act*. O. Reg. 128/65, s. 1.

2. This Regulation applies to the use by the public of conservation areas and the works, vehicles, boats, services and things of the Authority. O. Reg. 128/65, s. 2.

3. Any person required to issue a permit by this Regulation may refuse to issue the permit where, in the opinion of the issuer, to do so would not be in the interest of,

- (a) the best, safest and most orderly use of the conservation area by the public; or
- (b) the best administration of the conservation area, having regard to the conservation, restoration and development of the natural resources of the conservation area. O. Reg. 128/65, s. 3.

##### 4. No person shall,

- (a) deface, remove or damage any property in a conservation area;
- (b) remove, injure or destroy any tree, shrub, plant, flower or growing thing, or any soil, rock or other material in a conservation area;
- (c) kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed any wild bird or animal within a conservation area, except,

(i) in an area set aside by the Authority for the purpose, and

(ii) under the authority of a permit issued by the Secretary-Treasurer;

(d) be in possession of or fire or discharge any torpedo, rocket or other fireworks in a conservation area; or

(e) perform any act that causes or is likely to cause a danger for other persons using a conservation area. O. Reg. 128/65, s. 4.

5. No person shall abandon any refuse or other object or material within a conservation area, except in receptacles or pits provided by the Authority for the purpose. O. Reg. 128/65, s. 5.

6. No person shall erect, post, paste, fasten, paint or affix any placard, bill, notice or sign in a conservation area unless a permit therefor is first obtained from the Secretary-Treasurer. O. Reg. 128/65, s. 6.

7.—(1) No person shall bring a horse, cow or other animal into a conservation area without a permit therefor issued by the Secretary-Treasurer.

(2) No person shall permit a dog, cat or other pet to be in a conservation area unless,

(a) the dog, cat or other pet is secured by a leash that does not exceed six feet in length; or

(b) a permit therefor has been issued by the Secretary-Treasurer.

(3) No person shall permit a dog, cat or other pet to be in any place set aside for wading, bathing or swimming. O. Reg. 128/65, s. 7.

##### 8. No person shall,

(a) sell or offer for sale any article or service;

(b) advertise or carry on any business or commercial enterprise; or

(c) beg or solicit charity,

within a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 128/65, s. 8.

9. No person shall bring a show of any kind or any equipment for entertainment into a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 128/65, s. 9.

10. Except under a permit therefor issued by the Secretary-Treasurer, no person shall conduct a



public meeting or perform any act that congregates or is likely to congregate persons in a conservation area. O. Reg. 128/65, s. 10.

11. No person shall be in a conservation area after sunset and before 10 a.m. without a permit therefor issued by the Secretary-Treasurer. O. Reg. 128/65, s. 11.

12.—(1) No person shall wade, bathe or swim in a conservation area except at such times and at such places as are set aside by the Authority for the purpose.

(2) No person shall take any inflatable object or snorkel or other underwater breathing device into the water in a conservation area. O. Reg. 128/65, s. 12.

13. Except under a permit therefor issued by the Secretary-Treasurer, no person shall operate a boat or use an outboard motor in any conservation area. O. Reg. 128/65, s. 13.

14.—(1) Except under a permit therefor issued by the Secretary-Treasurer, no person shall light or maintain a fire in a conservation area in a place other than a fireplace or other location provided by the Authority for the purpose.

(2) No person who lights a fire in a conservation area shall leave the fire unattended or leave the site of the fire before the fire is completely extinguished. O. Reg. 128/65, s. 14.

15. Except in conservation areas that have been set aside and posted by the Authority for hunting and archery, no person, other than a peace officer, shall possess an air-gun, fire-arm, sling-shot or archery equipment in a conservation area. O. Reg. 128/65, s. 15.

16. No person shall occupy a camp-site except under the authority of a group camp-site permit issued by the Secretary-Treasurer. O. Reg. 128/65, s. 16.

17.—(1) Sections 87, 93, 94 and 98 of *The Highway Traffic Act* apply to the operation of vehicles on roads under the jurisdiction of the Authority.

(2) No person shall,

(a) operate a vehicle within a conservation area except on a roadway or other place set aside by the Authority for the purpose;

(b) operate a vehicle at a speed in excess of fifteen miles per hour on any road under the jurisdiction of the Authority, except where a greater rate of speed is posted by the Authority;

(c) park a vehicle within a conservation area on any roadway or adjacent to any road-

way, except where otherwise posted by the Authority;

(d) park a vehicle on any grassy part of a conservation area, except where such part is posted as a parking area or is designated by an officer as a parking area;

(e) operate a snow-mobile, motor toboggan or any like thing in any conservation area, except under a permit therefor issued by the Secretary-Treasurer; or

(f) operate a public commercial vehicle, as defined in *The Public Commercial Vehicles Act*, within a conservation area for commercial purposes, except for the purpose of making deliveries within the conservation area.

(3) An officer may direct traffic and, in cases of fire, accident, traffic congestion or other emergency, may direct it into such channels as are necessary to prevent or relieve congestion or give right of way.

(4) Every person shall obey any direction given under subsection 3. O. Reg. 128/65, s. 17.

18. A conservation area or any part thereof may be closed entirely or closed to certain uses during such specified periods of time as the Authority determines, and no person shall enter upon or occupy such conservation area or part thereof during the times posted. O. Reg. 128/65, s. 18.

19.—(1) For the purpose of this section, a bus carrying less than ten passengers is deemed to be a car. O. Reg. 235/66, s. 1 (1).

(2) The fee for parking in all conservation areas except Black Creek, Claireville, Glen Major, Palgrave, Uxbridge and Woodbridge is,

(a) from the 1st day of June to the 15th day of September in each year,

(i) for one car, \$1 a day,

(ii) for an annual parking permit for one car, \$10,

(iii) for one motorcycle, motor bicycle or motor scooter, \$1 a day, and

(iv) for one bus carrying ten or more passengers, \$10 a day; and

(b) from the 16th day of September in each year to the 31st day of May in the year next following,

(i) for one car, 50 cents a day,



(ii) for one motorcycle, motor bicycle or motor scooter, 50 cents a day, and

(iii) for one bus carrying ten or more passengers, \$5 a day. O. Reg. 235/66, s. 1 (1).

(3) The fee for entrance to the Black Creek Conservation Area from the 15th day of May to the 31st day of October in each year is,

(a) for each person over fifteen years of age who is not a student, \$1 a day;

(b) for each student or each person under fifteen years of age, 25 cents a day; or

(c) a maximum of \$2.50 per family a day.

(4) The fee for rental of the Heart Lake Recreation Building is \$5 an hour with a minimum fee of \$10.

(5) The fee for rental of the Woodbridge Conservation Area Pavilion is \$5 an hour with a minimum fee of \$10.

(6) The fee for rental of the Claireville School House is \$5 an hour with a minimum fee of \$10.

(7) The fee for rental of a boat owned by the Authority is \$1 an hour.

(8) The fee for a group sleigh ride at the Black Creek Conservation Area is \$10 an hour. O. Reg. 128/65, s. 19 (2-7).

(9) The fee for each person on a regular horse-drawn sleigh ride is 10 cents. O. Reg. 235/66, s. 1 (2).

(10) The fee for a permit authorizing a corn roast or similar activity in any conservation area after sunset is \$10. O. Reg. 128/65, s. 19 (8).

(11) The fee for a permit for a group overnight camp or a group day camp is \$5 a week, or portion thereof, for a group of twenty persons or less and an additional fee of \$2 a week, or portion thereof, for each additional ten persons or fraction thereof in excess of twenty. O. Reg. 235/66, s. 1 (2).

**20.** The penalty for a breach of this Regulation is a fine not exceeding \$100. O. Reg. 128/65, s. 20.

## REGULATION 106

### under The Conservation Authorities Act

#### CONSERVATION AREAS—OTTER CREEK

##### 1. In this Regulation,

- (a) "Authority" means the Otter Creek Conservation Authority;
- (b) "conservation area" means an area consisting of one parcel or, where two or more parcels are contiguous, the contiguous parcels of land owned by the Authority;
- (c) "vehicle" means a vehicle as defined in *The Highway Traffic Act*. O. Reg. 436/67, s. 1.

2. This Regulation applies to the use by the public of conservation areas and the works, vehicles, boats, services and things of the Authority. O. Reg. 436/67, s. 2.

3. The Secretary-Treasurer may refuse to issue any permit required by this Regulation, where, in his opinion, to do so would not be in the interest of,

- (a) the best, safest and most orderly use of the conservation area by the public; or
- (b) the best administration of the conservation area, having regard to the conservation, restoration and development of the natural resources of the conservation area. O. Reg. 436/67, s. 3.

##### 4. No person shall,

- (a) deface, remove or damage any property in a conservation area;
- (b) remove, injure or destroy any tree, shrub, plant, flower or growing thing, or any soil, rock or other material in a conservation area;
- (c) operate a watercraft propelled by power on the Norwich Conservation Area without a permit therefor issued by the Secretary-Treasurer;
- (d) kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed any wild bird or animal within a conservation area, except,

- (i) in an area set aside for the purpose, and

- (ii) under the authority of a permit issued by the Secretary-Treasurer;

- (e) fire or discharge any torpedo, rocket or other fireworks in a conservation area; or

- (f) perform any act that causes or is likely to cause a danger for other persons using a conservation area. O. Reg. 436/67, s. 4.

5. No person shall abandon any refuse or other object or material within a conservation area except in receptacles or pits provided by the Authority for the purpose. O. Reg. 436/67, s. 5.

6. No person shall erect, post, paste, fasten, paint or affix any placard, bill, notice or sign in a conservation area unless a permit therefor is first obtained from the Secretary-Treasurer. O. Reg. 436/67, s. 6.

7.—(1) No person shall bring a horse, cow or other animal into a conservation area without a permit therefor issued by the Secretary-Treasurer.

(2) No person shall permit a dog, cat or other pet to be in a conservation area unless,

- (a) the dog, cat or other pet is secured by a leash that does not exceed six feet in length; or
- (b) a permit therefor has been issued by the Secretary-Treasurer. O. Reg. 436/67, s. 7.

##### 8. No person shall,

- (a) sell or offer for sale any article or service;
- (b) advertise or carry on any business or commercial enterprise; or
- (c) beg or solicit charity,

within a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 436/67, s. 8.

9. No person shall bring a show of any kind or any equipment for entertainment into a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 436/67, s. 9.

10. No person shall conduct a public meeting or perform any act that congregates or is likely to

congregate persons in a conservation area without a permit therefor issued by the Secretary-Treasurer. O. Reg. 436/67, s. 10.

11. No person shall wade, bathe or swim in a conservation area except at such times and at such places as are set aside by the Authority for the purpose. O. Reg. 436/67, s. 11.

12.—(1) No person shall light or maintain a fire in a conservation area in a place other than a fireplace or other location provided by the Authority for the purpose.

(2) No person who lights a fire in a conservation area shall leave the fire unattended or leave the site of the fire before the fire is completely extinguished. O. Reg. 436/67, s. 12.

13. Except in conservation areas that have been set aside and posted by the Authority for hunting and archery, no person, other than a peace officer, shall possess an air-gun, fire-arm, sling-shot or archery equipment in a conservation area. O. Reg. 436/67, s. 13.

14. No person shall occupy a camp-site except in an area set aside by the Authority for the purpose, or under the authority of a group camp-site permit issued by the Secretary-Treasurer. O. Reg. 436/67, s. 14.

15.—(1) Sections 87, 93, 94 and 98 of *The Highway Traffic Act* apply to the operation of vehicles on roads under the jurisdiction of the Authority.

(2) No person shall,

- (a) operate a vehicle within a conservation area except on a roadway or other place set aside by the Authority for the purpose;
- (b) operate a vehicle at a speed in excess of fifteen miles per hour on any road under the jurisdiction of the Authority;
- (c) park a vehicle within a conservation area in a place other than one that has been set aside by the Authority for the purpose; or
- (d) operate a public commercial vehicle, as defined in *The Public Commercial Vehicles Act*, within a conservation area for commercial purposes except for the purpose of making deliveries within the conservation area. O. Reg. 436/67, s. 15.

16. A conservation area or any part thereof may be closed entirely or closed to certain uses during such specified periods of time as the Authority determines and no person shall enter upon or occupy such conservation area or part thereof during the times posted. O. Reg. 436/67, s. 16.

17. The penalty for a breach of this Regulation is a fine not exceeding \$100. O. Reg. 436/67, s. 17.



**REGULATION 107****under The Conservation Authorities Act****CONSERVATION AREAS—RIDEAU VALLEY**

1. In this Regulation, "Reserve" means the Perth Wildlife Reserve. O. Reg. 453/69, s. 1.

2. No person, except where so authorized by the Rideau Valley Conservation Authority, shall,

- (a) enter the Reserve;
- (b) deface, remove or damage any property in the Reserve;
- (c) remove, injure, or destroy any tree, shrub, plant, flower or growing thing, or any soil, rock or other material in the Reserve;
- (d) carry a fire-arm, air-gun, sling-shot or archery equipment or discharge a fire-arm,

air-gun, sling-shot or archery equipment within the Reserve;

- (e) kill, hunt, trap, pursue or in any manner disturb or cause to be disturbed any wild bird, animal or reptile within the Reserve. O. Reg. 453/69, s. 2.

3. No person shall permit a dog, cat or other pet to be in the Reserve. O. Reg. 453/69, s. 3.

4. No person shall light or maintain a fire in the Reserve. O. Reg. 453/69, s. 4.

5. The penalty for a breach of this Regulation is a fine not exceeding \$100. O. Reg. 453/69, s. 5.

## REGULATION 108

### under The Conservation Authorities Act

#### FILL—AUSABLE RIVER

**1. In this Regulation,**

(a) "Authority" means The Ausable River Conservation Authority;

(b) "fill" means fill of any kind. O. Reg. 135/61, s. 1.

**2.** Subject to section 3, no person shall place or dump fill or permit fill to be placed or dumped in any area below the high-water mark of any river, creek or stream in the area under the jurisdiction of the Authority. O. Reg. 135/61, s. 2.

**3.** Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the placing or dumping of fill in an area below the high-water mark, if, in the opinion of the Authority, the placing or dumping does not interfere with the ability of the river, creek or stream to safely carry the maximum flood flows and will not result in pollution of the river, creek or stream. O. Reg. 135/61, s. 3.

**4.** No dumping or placing of fill below the high-water mark of the river, creek or stream shall be commenced until the registered owner of the

property has obtained the permission required by section 3. O. Reg. 135/61, s. 4.

**5.** Applications for permission to place or dump fill shall be filed with the Authority and shall include,

(a) two copies of a plan of the property on which the fill is to be placed, showing the proposed location of the filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;

(b) a complete description of the type of fill proposed to be placed or dumped;

(c) a statement of the dates between which the placing or dumping will be carried out; and

(d) a statement of the proposed use of the land following completion of placing or dumping. O. Reg. 135/61, s. 5.

**6.** The Authority may, at any time, withdraw permission to place or dump fill if, in the opinion of the Authority, the representations contained in the application for permission to place or dump the fill are not carried out. O. Reg. 135/61, s. 6.

## REGULATION 109

### under The Conservation Authorities Act

#### FILL—CATARAQUI REGION

##### 1. In this Regulation,

- (a) "Authority" means the Cataraqui Region Conservation Authority;
- (b) "fill" means fill of any kind. O. Reg. 245/65, s. 1.

2. The areas described in the Schedule are areas in which in the opinion of the Authority the control of flooding or pollution or the conservation of land may be affected by the placing or dumping of fill. O. Reg. 245/65, s. 2.

3. Subject to section 4, no person shall place or dump fill or permit fill to be placed or dumped in the areas described in the Schedule. O. Reg. 245/65, s. 3.

4. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the placing or dumping of fill in any area described in the Schedule if, in the opinion of the Authority, the site of the placing or dumping and the method of placing or dumping will not affect the control of flooding or pollution or the conservation of land. O. Reg. 245/65, s. 4.

5. No person shall commence to place or dump fill in any area described in the Schedule before the permission required by section 4 has been obtained. O. Reg. 245/65, s. 5.

6. A signed application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) two copies of the plan of the property on which the fill is to be placed, showing the proposed location of the filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;
- (b) two copies of the complete description of the type of fill proposed to be placed or dumped;
- (c) two copies of a statement of the dates between which the placing or dumping will be carried out;
- (d) two copies of a statement of the proposed use of the land following completion of placing; and
- (e) two copies of a statement of the manner in which the fill will be held in place. O. Reg. 245/65, s. 6.

7. The Authority may, at any time, withdraw any permission given under section 4 if, in the opinion of the Authority, the representations contained in the application for the permission are not carried out. O. Reg. 245/65, s. 7.

#### Schedule

Those parts of the counties of Frontenac, Lennox and Addington and Leeds, described as follows:

1. In the Township of Ernestown in the County of Lennox and Addington and being composed of all of lots 29 to 32, both inclusive, in Concession I.
2. In the Township of Kingston in the County of Frontenac and being composed of,
  - i. All of concessions I, II, III, IV and V.
  - ii. Miles Square Block at the westerly end of Concession II.
3. In the City of Kingston in the County of Frontenac and being composed of those parts of the city lying:
  - i. West of Portsmouth Avenue and south of Counter Street.
  - ii. West of Division Street and north of Counter Street.
  - iii. East of Montreal Street and north of the centre line of Elliott Avenue and its extension easterly.
4. In the Township of Pittsburgh in the County of Frontenac and being composed of:
  - i. That part of the township lying west of that part of the King's Highway known as No. 15, south of County Road No. 11A and north of that part of the King's Highway known as No. 2.
  - ii. Lots 5 to 10, both inclusive, in Concession I numbered from the west boundary of the Township.
5. In the Township of Elizabethtown in the County of Leeds and being composed of all of lots 9 to 15, both inclusive, in Concession III.
6. In the Township of Loughborough in the County of Frontenac and being composed of:
  - i. Lots 7 and 8 in Concession VIII.
  - ii. Lots 7 and 8 in Concession IX.

O. Reg. 245/65, Sched.; O. Reg. 58/66, s. 1; O. Reg. 65/68, s. 1; O. Reg. 157/69, s. 1; O. Reg. 440/70, s. 1.



**REGULATION 110****under The Conservation Authorities Act****FILL—GRAND VALLEY****1. In this Regulation,**

(a) "Authority" means the Grand Valley Conservation Authority;

(b) "fill" means fill of any kind. O. Reg. 80/62, s. 1.

**2.** Subject to section 3, no person shall place or dump fill or permit fill to be placed or dumped in any area below the high-water mark of any river, creek or stream in the area under the jurisdiction of the Authority. O. Reg. 80/62, s. 2.

**3.** Subject to *The Ontario Water Resources Commission Act*, or to any private interest, the Authority may permit in writing the placing or dumping of fill in an area below the high-water mark, if, in the opinion of the Authority, the placing or dumping does not interfere with the ability of the river, creek or stream to safely carry the maximum flood flows and will not result in pollution of the river, creek or stream. O. Reg. 80/62, s. 3.

**4.** No dumping or placing of fill below the high-water mark of the river, creek or stream shall be commenced until the registered owner of the

property has obtained the permission required by section 3. O. Reg. 80/62, s. 4.

**5.** Application for permission to place or dump fill shall be filed with the Authority and shall include,

(a) two copies of a plan of the property on which the fill is to be placed, showing the proposed location of the filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;

(b) a complete description of the type of fill proposed to be placed or dumped;

(c) a statement of the dates between which the placing or dumping will be carried out; and

(d) a statement of the proposed use of the land following completion of placing or dumping. O. Reg. 80/62, s. 5.

**6.** The Authority may, at any time, withdraw permission to place or dump fill if, in the opinion of the Authority, the representations contained in the application for permission to place or dump fill are not carried out. O. Reg. 80/62, s. 6.

## REGULATION 111

### under The Conservation Authorities Act

#### FILL—JUNCTION CREEK

##### 1. In this Regulation,

- (a) "Authority" means Junction Creek Conservation Authority;
- (b) "fill" means fill of any kind;
- (c) "water lot" means,
  - (i) any pond or swamp, and
  - (ii) any area below the high-water mark of a lake, river, creek or stream,

in the area under the jurisdiction of the Authority. O. Reg. 62/63, s. 1.

##### 2. Subject to section 3, no person shall,

- (a) construct any building or structure or permit any building or structure to be constructed; or
- (b) place or dump fill or permit fill to be placed or dumped,

in a water lot. O. Reg. 62/63, s. 2.

3. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the construction of any building or structure or the placing or dumping of fill in any part of a water lot if, in the opinion of the Authority, the construction of the building or structure or the placing or dumping of fill does not interfere with the ability of the water lot to safely carry the maximum flood flows and will not result in pollution of the water on the water lot. O. Reg. 62/63, s. 3.

4. No construction of any building or structure or no dumping or placing of fill in a water lot shall be commenced before the permission required by section 3 has been obtained. O. Reg. 62/63, s. 4.

5.—(1) An application for permission to construct a building or structure shall be filed with the Authority and shall include,

- (a) three copies of a plan of the property on which the building or structure is to be constructed;
- (b) two copies of a complete description of the type of building or structure to be constructed;
- (c) two copies of a statement of the dates between which the construction will be carried out; and
- (d) two copies of a statement of the proposed use of the building or structure following completion of the construction.

(2) An application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) three copies of a plan of the property on which the fill is to be placed, showing the proposed location of the filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;
- (b) two copies of a complete description of the type of fill proposed to be placed or dumped;
- (c) two copies of a statement of the dates between which the placing or dumping will be carried out; and
- (d) two copies of a statement of the proposed use of the land following completion of placing or dumping. O. Reg. 62/63, s. 5.

6. The Authority may, at any time, withdraw any permission given under section 3 if, in the opinion of the Authority, the representations contained in the application for the permission are not carried out. O. Reg. 62/63, s. 6.

## REGULATION 112

### under The Conservation Authorities Act

#### FILL—MATTAGAMI VALLEY

##### 1. In this Regulation,

- (a) "Authority" means Mattagami Valley Conservation Authority;
- (b) "fill" means fill of any kind;
- (c) "water lot" means,
  - (i) any pond or swamp, and
  - (ii) any area below the high-water mark of a lake, river, creek or stream,

in the area under the jurisdiction of the Authority. O. Reg. 294/62, s. 1.

##### 2. Subject to section 3, no person shall,

- (a) construct any building or structure, or permit any building or structure to be constructed; or
- (b) place or dump fill, or permit fill to be placed or dumped,

in a water lot. O. Reg. 294/62, s. 2.

3. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the construction of any building or structure or the placing or dumping of fill in any part of a water lot if, in the opinion of the Authority, the construction of the building or structure or the placing or dumping of fill does not interfere with the ability of the water lot to safely carry the maximum flood flows and will not result in pollution of the water on the water lot. O. Reg. 294/62, s. 3.

4. No construction of any building or structure or no dumping or placing of fill in a water lot shall be commenced before the permission required by section 3 has been obtained. O. Reg. 294/62, s. 4.

5.—(1) An application for permission to construct a building or structure shall be filed with the Authority and shall include,

- (a) three copies of a plan of the property on which the building or structure is to be constructed;
- (b) two copies of a complete description of the type of building or structure to be constructed;
- (c) two copies of a statement of the dates between which the construction will be carried out; and
- (d) two copies of a statement of the proposed use of the building or structure following completion of the construction.

(2) An application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) three copies of a plan of the property on which the fill is to be placed, showing the proposed location of filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;
- (b) two copies of a complete description of the type of fill proposed to be placed or dumped;
- (c) two copies of a statement of the dates between which the placing or dumping will be carried out; and
- (d) two copies of a statement of the proposed use of the land following completion of placing or dumping. O. Reg. 294/62, s. 5.

6. The Authority may, at any time, withdraw any permission given under section 3 if, in the opinion of the Authority, the representations contained in the application for the permission are not carried out. O. Reg. 294/62, s. 6.

7. The Authority may appoint officers to enforce this Regulation. O. Reg. 78/63, s. 1.



## REGULATION 113

### under The Conservation Authorities Act

#### FILL—MOIRA RIVER

#### 1. In this Regulation,

- (a) "Authority" means Moira River Conservation Authority;
- (b) "fill" means fill of any kind;
- (c) "water lot" means,
  - (i) any pond or swamp, and
  - (ii) any area below the high-water mark of a lake, river, creek or stream,

in the area under the jurisdiction of the Authority. O. Reg. 339/62, s. 1.

#### 2. Subject to section 3, no person shall,

- (a) construct any building or structure or permit any building or structure to be constructed; or
- (b) place or dump fill or permit fill to be placed or dumped,

in a water lot. O. Reg. 339/62, s. 2.

3. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the construction of any building or structure or the placing or dumping of fill in any part of a water lot if, in the opinion of the Authority, the construction of the building or structure or the placing or dumping of fill does not interfere with the ability of the water lot to safely carry the maximum flood flows and will not result in pollution of the water on the water lot. O. Reg. 339/62, s. 3.

4. No construction of any building or structure or no dumping or placing of fill in a water lot shall be commenced before the permission required by section 3 has been obtained. O. Reg. 339/62, s. 4.

5.—(1) An application for permission to construct a building or structure shall be filed with the Authority and shall include,

- (a) three copies of a plan of the property on which the building or structure is to be constructed;
- (b) two copies of a complete description of the type of building or structure to be constructed;
- (c) two copies of a statement of the dates between which the construction will be carried out; and
- (d) two copies of a statement of the proposed use of the building or structure following completion of the construction.

(2) An application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) three copies of a plan of the property on which the fill is to be placed, showing the proposed location of filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;
- (b) two copies of a complete description of the type of fill proposed to be placed or dumped;
- (c) two copies of a statement of the dates between which the placing or dumping will be carried out; and
- (d) two copies of a statement of the proposed use of the land following completion of placing or dumping. O. Reg. 339/62, s. 5.

6. The Authority may, at any time, withdraw any permission given under section 3 if, in the opinion of the Authority, the representations contained in the application for the permission are not carried out. O. Reg. 339/62, s. 6.

## REGULATION 114

### under The Conservation Authorities Act

#### FILL—SPENCER CREEK

##### 1. In this Regulation,

- (a) "Authority" means the Spencer Creek Conservation Authority;
- (b) "fill" means fill of any kind. O. Reg. 313/61, s. 1.

2. Subject to section 3, no person shall place or dump fill or permit fill to be placed or dumped in any area below the high-water mark of any river, creek or stream under the jurisdiction of the Authority. O. Reg. 313/61, s. 2.

3. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the placing or dumping of fill in an area below the high-water mark, if, in the opinion of the Authority, the placing or dumping does not interfere with the ability of the river, creek or stream to safely carry the maximum flood flow and will not result in the pollution of the river, creek or stream. O. Reg. 313/61, s. 3.

4. No dumping or placing of fill below the high-water mark of the river, creek or stream shall be commenced until the registered owner of the

property has obtained the permission required by section 3. O. Reg. 313/61, s. 4.

5. Application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) two copies of a plan of the property on which the fill is to be placed, showing the proposed location of the filling, the depth to which it is proposed to fill and the proposed final grade of the land when the filling is completed;
- (b) a complete description of the type of fill proposed to be placed or dumped;
- (c) a statement of the dates between which the placing or dumping will be carried out; and
- (d) a statement of the proposed use of the land following the completion of placing or dumping. O. Reg. 313/61, s. 5.

6. The Authority may, at any time, withdraw permission to place or dump fill if, in the opinion of the Authority, the representations contained in the application for permission to place or dump the fill are not carried out. O. Reg. 313/61, s. 6.

## REGULATION 115

### under The Conservation Authorities Act

#### FILL—SYDENHAM VALLEY

##### 1. In this Regulation,

- (a) "Authority" means Sydenham Valley Conservation Authority;
- (b) "fill" means fill of any kind;
- (c) "water lot" means,
  - (i) any pond or swamp; and
  - (ii) any area below the high-water mark of a lake, river, creek or stream,

in the area under the jurisdiction of the Authority. O. Reg. 313/62, s. 1.

##### 2. Subject to section 3, no person shall,

- (a) construct any building or structure or permit any building or structure to be constructed; or
- (b) place or dump fill or permit fill to be placed or dumped,

in a water lot. O. Reg. 313/62, s. 2.

3. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the construction of any building or structure or the placing or dumping of fill in any part of a water lot if, in the opinion of the Authority, the construction of the building or structure or the placing or dumping of fill does not interfere with the ability of the water lot to safely carry the maximum flood flows and will not result in pollution of the water on the water lot. O. Reg. 313/62, s. 3.

4. No construction of any building or structure or no dumping or placing of fill in a water lot shall be commenced before the permission required by section 3 has been obtained. O. Reg. 313/62, s. 4.

5.—(1) An application for permission to construct a building or structure shall be filed with the Authority and shall include,

- (a) three copies of a plan of the property on which the building or structure is to be constructed;
- (b) two copies of a complete description of the type of building or structure to be constructed;
- (c) two statements of the dates between which the construction will be carried out; and
- (d) two statements of the proposed use of the building or structure following completion of the construction.

(2) An application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) three copies of a plan of the property on which the fill is to be placed, showing the proposed location of filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;
- (b) two copies of a complete description of the type of fill proposed to be placed or dumped;
- (c) two copies of a statement of the dates between which the placing or dumping will be carried out; and
- (d) two copies of a statement of the proposed use of the land following completion of placing or dumping. O. Reg. 313/62, s. 5.

6. The Authority may, at any time, withdraw any permission given under section 3 if, in the opinion of the Authority, the representations contained in the application for the permission are not carried out. O. Reg. 313/62, s. 6.



## REGULATION 116

### under The Conservation Authorities Act

#### FILL AND ALTERATION OF WATERWAYS — BIG CREEK REGION

##### 1. In this Regulation,

- (a) "Authority" means the Big Creek Region Conservation Authority;
- (b) "fill" means earth, gravel, sand, rubbish, garbage or any other material, whether similar to or different from any of the aforementioned materials and whether originating on the site or elsewhere, used or capable of being used to raise or in any way affect the contours of the ground;
- (c) "river", "creek", "stream" or "watercourse" means any waterway, whether artificial or natural, intermittent or permanent within the area under the jurisdiction of the Authority. O. Reg. 43/70, s. 1.

2. The areas described in the schedules are areas in which, in the opinion of the Authority, the control of flooding or pollution or the conservation of land or water may be affected by the placing or dumping of fill or by interference with the existing channel of a river, creek, stream or watercourse. O. Reg. 43/70, s. 2.

##### 3. Subject to section 4, no person shall,

- (a) place or dump fill or permit fill to be placed or dumped in the areas described in the schedules, whether such fill is already located in or upon such area, or brought to or on such area from some other place or places; or
- (b) straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse in the area under the jurisdiction of the Authority. O. Reg. 43/70, s. 3.

4.—(1) Subject to *The Ontario Water Resources Commission Act* or to any private or public interest, the Authority may permit in writing the placing or dumping of fill, in any area to which section 3 applies, if, in the opinion of the Authority the placing or dumping of fill or the method of placing or dumping of fill will not affect the control of flooding or pollution, or the conservation of land.

(2) Subject to *The Lakes and Rivers Improvement Act*, or any private or public interest, the Authority may permit in writing the straightening, changing,

diverting or interfering with the existing channel of a river, creek, stream or watercourse, in any area to which section 3 applies, if, in the opinion of the Authority, the interference with the existing channel will not affect the control of flooding or pollution, or the conservation of land or water. O. Reg. 43/70, s. 4.

5. No person shall commence to dump or place fill or interfere with the existing channel of a watercourse in any area to which section 3 applies, before permission to do so has been obtained under section 4. O. Reg. 43/70, s. 5.

6.—(1) A signed application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property on which the fill is to be placed, showing the proposed location of filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;
- (b) four copies of a complete description of the type of fill proposed to be placed or dumped;
- (c) four copies of a statement of the dates between which the placing or dumping will be carried out; and
- (d) four copies of a statement of the proposed use of the land following completion of placing or dumping.

(2) A signed application for permission to straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse, shall be filed with the Authority and shall include,

- (a) four copies of a plan on which shall be shown in plan view and cross section the details of such straightening, change, diversion or interference;
- (b) four copies of a description of the protective measures to be undertaken;
- (c) four copies of a statement of the dates between which such straightening, changing, diverting or interfering will be carried out; and
- (d) four copies of a statement of the purpose of the proposed work. O. Reg. 43/70, s. 6.

7. The Authority may, at any time, withdraw any permission given under this Regulation if, in the opinion of the Authority, the conditions of the permit are not complied with. O. Reg. 43/70, s. 7.

#### Schedule 1

The land lying along both sides of Young's Creek in the south halves of lots 20 and 21, Concession IV and in the north halves of lots 21 and 22, Concession III, in the Township of Charlotteville in the County of Norfolk, as shown outlined in red on a map filed in the office of the Registrar of Regulations at Toronto as No. 1187. O. Reg. 43/70, Sched. 1.

#### Schedule 2

The land lying along both sides of Big Creek in lots 2 and 3, Concession XI, and lots 2 and 3, Concession XII, in the Township of Charlotteville in the County of Norfolk, as shown outlined in red on a map filed in the office of the Registrar of Regulations at Toronto as No. 1188. O. Reg. 43/70, Sched. 2.

#### Schedule 3

The land lying along both sides of Nanticoke Creek from the mouth upstream in the following lots and concessions:

Township of Walpole, County of Haldimand —

Concession I, lots 4, 5 and 6,  
Concession II, lots 4, 5, 6 and 7,  
Concession III, lots 3, 4, 5 and 6,  
Concession IV, lots 1, 2, 3 and 4,  
Concession V, lots 1 and 2,  
Concession VI, lots 1 and 2,  
Concession VII, Lot 1.

and

Township of Woodhouse, County of Norfolk —

Concession IV, lots 23 and 24,  
Concession V, Lot 24,  
Concession VI, Lot 24,

as outlined by heavy black lines on nine maps numbered 1 to 9 and filed in the office of the Registrar of Regulations at Toronto as Nos. 1189 to 1197, both inclusive. O. Reg. 43/70, Sched. 3, *amended*.



## REGULATION 117

### under The Conservation Authorities Act

#### FILL AND CONSTRUCTION—CENTRAL LAKE ONTARIO

##### 1. In this Regulation,

- (a) "Authority" means the Central Lake Ontario Conservation Authority;
- (b) "building or structure" means building or structure of any kind;
- (c) "fill" means fill of any kind. O. Reg. 148/65, s. 1.

2. The areas defined in the schedules are designated as areas in which, in the opinion of the Authority, the control of flooding or pollution or the conservation of land may be affected by the placing or dumping of fill. O. Reg. 148/65, s. 2.

##### 3. Subject to section 4, no person shall,

- (a) construct any building or structure or permit any building or structure to be constructed in or on a pond or swamp or in any area below the high-water mark of a lake, river, creek or stream in the area under the jurisdiction of the Authority; or
- (b) place or dump fill or permit fill to be placed or dumped in the areas designated in the schedules. O. Reg. 148/65, s. 3.

4. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the construction of any building or structure or the placing or dumping of fill in any area to which section 3 applies if, in the opinion of the Authority, the site of the building or structure or placing or dumping and the method of the construction or placing or dumping would not affect the control of flooding or pollution or the conservation of land. O. Reg. 148/65, s. 4.

5. No person shall begin to construct any building or structure or dump or place fill in any area to which section 3 applies before the permission required by section 4 has been obtained. O. Reg. 148/65, s. 5.

6.—(1) A signed application for permission to construct a building or structure shall be filed with the Authority and shall include,

- (a) two copies of a plan of the property showing the proposed location of the building or structure, its elevation, and the proposed final grade plan;

- (b) two copies of a complete description of the type of building or structure to be constructed, including drainage details;
- (c) two copies of a statement of the dates between which the construction will be carried out; and
- (d) two copies of a statement of the proposed use of the building or structure following completion of the construction.

(2) A signed application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) two copies of a plan of the property on which the fill is to be placed, showing the proposed location of filling, the depth to which it is proposed to fill, and the proposed final grade of the land when filling is completed;
- (b) two copies of a complete description of the type of fill proposed to be placed or dumped;
- (c) two copies of a statement of the dates between which the placing or dumping will be carried out; and
- (d) two copies of a statement of the proposed use of the land following completion of placing or dumping. O. Reg. 148/65, s. 6.

7. The Authority may, at any time, withdraw any permission given under section 4, if, in the opinion of the Authority, the representations contained in the application for the permission are not carried out. O. Reg. 148/65, s. 7.

#### Schedule 1

That part of the watershed of streams of the Authority located in Lot 3 in Concession III in the Township of East Whitby in the County of Ontario. O. Reg. 148/65, Sched. 1.

#### Schedule 2

In the counties of Durham and Ontario and more particularly described as follows:

1. In the Town of Bowmanville in the County of Durham and being composed of the following lots and parts of lots:



Concession	Lot
Broken Front	9
	10
	11
I	8
	S. ½ 9
	S. ½ 10
	S. ½ 11
	12
	13
	N. ½ 14
II	8
	13
	14

2. In the Township of Clarke in the County of Durham and being composed of the following lots and parts of lots:

Concession	Lot
V	S. ½ 35
VIII	35

3. In the Township of Darlington in the County of Durham and being composed of the following lots and parts of lots:

Concession	Lot
Broken Front	12
	13
	14
	15
	16
	17
	18
	N. ½ 19
	20
	21
	N. ½ 28
	29
	32
	33
	34
	35

Concession	Lot
I	N. ½ 4
	5
	S. ½ 6
	7
	S. ½ 15
	S. ½ 16
	S. ½ 17
	S. ½ 18
	S. ½ 20
	S. ½ 21
	22
	S. ½ 23
	N. ½ 26
	N. ½ 27
	28
	S. ½ 29
	S. ½ 32
	S. ½ 33
II	1
	2
	S. ½ 3
	S. ½ 4
	7
	15
	16
	25
	26
	N. ½ 27
	28
	N. ½ 29
	N. ½ 30
	N. ½ 31
	N. ½ 32
	N. ½ 33
	34
	35
III	1
	2
	N. ½ 6
	7
	8
	S. ½ 9
	S. ½ 10
	S. ½ 11
	S. ½ 12
	15
	16
	S. ½ 20
	21
	22
	23
	24
	S. ½ 25
	32
	S. ½ 33
	N. ½ 34
	35

Concession	Lot
IV	3
	4
	5
	6
	S. $\frac{1}{2}$ 8
	9
	N. $\frac{1}{2}$ 15
	16
	17
	23
	N. $\frac{1}{2}$ 24
	26
	27
	S. $\frac{1}{2}$ 28
	S. $\frac{1}{2}$ 29
	S. $\frac{1}{2}$ 30
	S. $\frac{1}{2}$ 31
	32
	S. $\frac{1}{2}$ 33
	S. $\frac{1}{2}$ 34
	35
V	2
	3
	S. $\frac{1}{2}$ 5
	S. $\frac{1}{2}$ 6
	7
	N. $\frac{1}{2}$ 8
	N. $\frac{1}{2}$ 9
	N. $\frac{1}{2}$ 12
	13
	14
	S. $\frac{1}{2}$ 15
	16
	S. $\frac{1}{2}$ 17
	18
	19
	23
	24
	N. $\frac{1}{2}$ 25
	26
	S. $\frac{1}{2}$ 31
	S. $\frac{1}{2}$ 32
	34
	S. $\frac{1}{2}$ 35
VI	1
	2
	3
	4
	5
	6
	7
	8
	N. $\frac{1}{2}$ 9
	10
	S. $\frac{1}{2}$ 11
	12
	S. $\frac{1}{2}$ 13
	14
	15
	19
	20
	21
	S. $\frac{1}{2}$ 26
	S. $\frac{1}{2}$ 27
	S. $\frac{1}{2}$ 28
	S. $\frac{1}{2}$ 29

Concession	Lot
VI	S. $\frac{1}{2}$ 13
	14
	15
	16
	19
	20
	S. $\frac{1}{2}$ 24
	S. $\frac{1}{2}$ 25
	26
	27
	S. $\frac{1}{2}$ 28
	29
	30
VII	1
	2
	S. $\frac{1}{2}$ 3
	S. $\frac{1}{2}$ 4
	S. $\frac{1}{2}$ 5
	7
	8
	N. $\frac{1}{2}$ 9
	10
	S. $\frac{1}{2}$ 11
	12
	S. $\frac{1}{2}$ 13
	14
	15
	19
	20
	21
	S. $\frac{1}{2}$ 26
	S. $\frac{1}{2}$ 27
	S. $\frac{1}{2}$ 28
	S. $\frac{1}{2}$ 29
VIII	S. $\frac{1}{2}$ 5
	S. $\frac{1}{2}$ 6
	S. $\frac{1}{2}$ 7
	8
	9
	10
	N. $\frac{1}{2}$ 11
	12
	14
	N. $\frac{1}{2}$ 15
	S. $\frac{1}{2}$ 19
	S. $\frac{1}{2}$ 21
	S. $\frac{1}{2}$ 22
	23
	24
	N. $\frac{1}{2}$ 25
	N. $\frac{1}{2}$ 26
	N. $\frac{1}{2}$ 27
	N. $\frac{1}{2}$ 28
	N. $\frac{1}{2}$ 29
	N. $\frac{1}{2}$ 32
	N. $\frac{1}{2}$ 33
	34
	S. $\frac{1}{2}$ 35

Concession	Lot
IX	S. $\frac{1}{2}$ 11
	S. $\frac{1}{2}$ 12
	S. $\frac{1}{2}$ 14
	S. $\frac{1}{2}$ 15
	N. $\frac{1}{2}$ 25
	26
	27
	28
	29
	32
	S. $\frac{1}{2}$ 33
X	S. $\frac{1}{2}$ 25
	S. $\frac{1}{2}$ 26

4. In the Town of Whitby in the County of Ontario and being composed of the following lots and parts of lots:

Concession	Lot
Broken Front	25
	26
	27
	28
I	24
	S. $\frac{1}{2}$ 25
	N. $\frac{1}{2}$ 31
II	S. $\frac{1}{2}$ 24
	S. $\frac{1}{2}$ 29
	S. $\frac{1}{2}$ 30
	S. $\frac{1}{2}$ 31

5. In the Township of East Whitby in the County of Ontario and being composed of the following lots and parts of lots:

Concession	Lot
II	N. $\frac{1}{2}$ 3
	N. $\frac{1}{2}$ 4
	N. $\frac{1}{2}$ 5
III	S. $\frac{1}{2}$ 1
	S. $\frac{1}{2}$ 2
	3
	4
	S. $\frac{1}{2}$ 5

Concession	Lot
IV	S. $\frac{1}{2}$ 3
	N. $\frac{1}{2}$ 7
	N. $\frac{1}{2}$ 8
	N. $\frac{1}{2}$ 9
	N. $\frac{1}{2}$ 10
	N. $\frac{1}{2}$ 11
	N. $\frac{1}{2}$ 14
V	N. $\frac{1}{2}$ 7
	N. $\frac{1}{2}$ 8
	9
	S. $\frac{1}{2}$ 10
	S. $\frac{1}{2}$ 11
	S. $\frac{1}{2}$ 14
	S. $\frac{1}{2}$ 15
	N. $\frac{1}{2}$ 16
VI	N. $\frac{1}{2}$ 1
	N. $\frac{1}{2}$ 2
	N. $\frac{1}{2}$ 3
	N. $\frac{1}{2}$ 4
	5
	6
	7
	8
	9
	N. $\frac{1}{2}$ 13
	N. $\frac{1}{2}$ 14
	15
	16
	17
VII	S. $\frac{1}{2}$ 1
	S. $\frac{1}{2}$ 2
	S. $\frac{1}{2}$ 3
	5
	6
	N. $\frac{1}{2}$ 7
	8
	S. $\frac{1}{2}$ 9
	S. $\frac{1}{2}$ 11
	12
	13
	N. $\frac{1}{2}$ 14
	15
VIII	3
	4
	S. $\frac{1}{2}$ 5
	6
	7
	N. $\frac{1}{2}$ 10
	11
	S. $\frac{1}{2}$ 12
	S. $\frac{1}{2}$ 13



Concession	Lot
VIII	14
	15
	N. ½ 17
IX	12
	S. ½ 13
	S. ½ 14
	S. ½ 17

6. In the Township of Pickering in the County of Ontario and being composed of the following lots and parts of lots:

Concession	Lot
III	1
IV	S. ½ 1
	2
V	2
	N. ½ 3
VI	3
VII	1
	N. ½ 2
	N. ½ 3
VIII	2
	S. ½ 4
IX	S. ½ 1
	S. ½ 2
	S. ½ 3

7. In the Township of Reach in the County of Ontario and being composed of the following lots and parts of lots:

Concession	Lot
I	1
	2
	3
	S. ½ 4
	S. ½ 5

Concession	Lot
I	S. ½ 6
	S. ½ 7
	S. ½ 8
	S. ½ 9
II	S. ½ 1
	S. ½ 2

as shown on a map filed in the office of the Registrar of Regulations at Toronto as No. 802.

8. In the Township of Whitby in the County of Ontario and being composed of the following lots and parts of lots:

Concession	Lot
Broken Front	18
	S. ½ 19
	S. ½ 20
	N. ½ 21
	31
	32
	33
	34
I	S. ½ 31
	32
	S. ½ 33
	34
II	N. ½ 23
	N. ½ 24
	N. ½ 29
	N. ½ 30
	N. ½ 31
	32
	34
	N. ½ 35
III	21
	22
	23
	S. ½ 24
	28
	29
	S. ½ 30
	31
	32
	34
	W. ½ 35

Concession	Lot
IV	20
	S. $\frac{1}{2}$ 21
	S. $\frac{1}{2}$ 22
	N. $\frac{1}{2}$ 24
	N. $\frac{1}{2}$ 25
	N. $\frac{1}{2}$ 26
	N. $\frac{1}{2}$ 27
	28
	S. $\frac{1}{2}$ 30
	31
	32
	34
V	N. $\frac{1}{2}$ 18
	23
	24
	N. $\frac{1}{2}$ 28
	N. $\frac{1}{2}$ 29
	30
	31
	N. $\frac{1}{2}$ 32
	34
	N. $\frac{1}{2}$ 35
VI	18
	N. $\frac{1}{2}$ 19
	S. $\frac{1}{2}$ 23
	24
	27
	S. $\frac{1}{2}$ 28
	29
	30
	31
	S. $\frac{1}{2}$ 32
	S. $\frac{1}{2}$ 33
	34
	35
VII	18
	19
	24
	25
	30
	31
	S. $\frac{1}{2}$ 32
	33
	N. $\frac{1}{2}$ 34
	35
VIII	18
	24
	S. $\frac{1}{2}$ 25
	S. $\frac{1}{2}$ 26
	27
	28
	N. $\frac{1}{2}$ 29
	30

Concession	Lot
VIII	31
	S. $\frac{1}{2}$ 33
	34
	35
IX	S. $\frac{1}{2}$ 18
	23
	24
	S. $\frac{1}{2}$ 30
	31
	32
	33
	S. $\frac{1}{2}$ 34

O. Reg. 446/67, s. 1.

Schedule 3

Those parts of the City of Oshawa in the County of Ontario being composed of:

1. The following lots and parts of lots:

Concession	Lot
I	S. $\frac{1}{2}$ 1
	S. $\frac{1}{2}$ 2
	S. $\frac{1}{2}$ 3
	4
	N. $\frac{1}{2}$ 5
II	S. $\frac{1}{2}$ 3
	S. $\frac{1}{2}$ 4
	S. $\frac{1}{2}$ 5
	6
	7
	N. $\frac{1}{2}$ 8
	16
III	S. $\frac{1}{2}$ of S. $\frac{1}{2}$ 7
	S. $\frac{1}{2}$ of S. $\frac{1}{2}$ 8
	S. $\frac{1}{2}$ 9
	10
	N. $\frac{1}{2}$ 13
	16
	N. $\frac{1}{2}$ 17
IV	S. $\frac{1}{2}$ 10
	S. $\frac{1}{2}$ 11
	S. $\frac{1}{2}$ 12
	S. $\frac{1}{2}$ 13
	S. $\frac{1}{2}$ 14

2. That part bounded on the north by the city limits, on the east by Townline Road North, on the south by King Street East, and on the west by Grandview Street North.
  3. That part bounded on the north by Malaga Road, on the east by Glen Street, on the south by Wentworth Avenue, and on the west by Park Road South.
  4. That part bounded on the north by the tracks of the Canadian Pacific Railway, on the east by Harmony Road South, on the south by Bloor Street East, and on the west by Wilson Road South.
  5. That L-shaped part bounded on the north by Bloor Street East, on the east by Wilson Road South, on the south by Harbour Road, on the west by Nelson Street, and on the north-west by Conant Street and Wilson Road South.
  6. That part bounded on the north by Raleigh Avenue, on the east by Farewell Street, on the south by Harbour Road, and on the west by Wilson Road South.
  7. That part bounded on the north by Bloor Street East, on the east by the tracks of the Canadian Pacific Railway and the eastern city limits, on the south by Lake Ontario, and on the west by Farewell Street.
  8. That part bounded on the north by King Street West, on the east by Centre Street, on the south by Gibb Street, and on the west by Nassau Street.
  9. That part bounded on the north by Gibb Street, on the east by Centre Street, on the south by the tracks of the Canadian Pacific Railway, and on the west by Durham Street and a line drawn south from Durham Street to the said tracks.
  10. That part bounded on the north by King Street West, on the east by Stevenson Road South, on the south by Gibb Street, and on the west by Waverley Street.
  11. That part bounded on the north by the tracks of the Canadian Pacific Railway, on the east by Centre Street and St. Lawrence Street, on the south by that part of the King's Highway known as No. 401, and on the west by Oxford Street and Cubert Street.
  12. That part bounded on the north by Adelaide Avenue West, on the east by Kaiser Crescent and McMillan Drive, on the south by King Street West, and on the west by Arena Street and a line drawn from the south end of Arena Street to King Street West.
  13. That part bounded on the north by Rossland Road West, on the west by Park Road North and Nipigon Street, on the south by Adelaide Avenue West, and on the east by Grooms Avenue and by a line drawn from the north end of Grooms Avenue intersecting Alexandra Street and terminating at Rossland Road West about midway between Somerville Street and Brookside Street.
  14. That part bounded on the north by Bloor Street West, on the east (in whole or in part) by Simcoe Street South, Ravine Street, Southlawn Street, Willowbank Street and Kawartha Street, on the south by Lakeview Park Avenue, and on the west (in whole or in part) by Oxford Street, Glen Street, Cedar Street, Valley Drive and Ritson Road South.
  15. That part (Oshawa Harbour) bounded on the north by Harbour Road, on the east by Farewell Street, and its extension south, on the south by Lake Ontario, and on the west by Simcoe Street South.
  16. That part bounded on the north by the southern boundary of the north half of lots 12 and 13, Concession III, on the east by Mohawk Street, Glenwood Crescent and Bessborough Drive, on the south by Rossland Road West, and on the west by Glenmanor Drive and a line drawn from the north end of Glenmanor Drive northerly to the southern boundary of the north half of lots 12 and 13, Concession III.
- as shown on a map filed in the office of the Registrar of Regulations at Toronto as No. 803.



## REGULATION 118

### under The Conservation Authorities Act

#### FILL AND CONSTRUCTION — HAMILTON REGION

##### 1. In this Regulation,

- (a) "Authority" means the Hamilton Region Conservation Authority;
- (b) "building or structure" means a building or structure of any kind;
- (c) "fill" means fill of any kind. O. Reg. 56/69, s. 1.

2. The areas described in the schedules are areas in which, in the opinion of the Authority, the control of flooding or pollution or the conservation of land may be affected by the placing or dumping of fill. O. Reg. 56/69, s. 2.

##### 3. Subject to section 4, no person shall,

- (a) construct any building or structure or permit any building or structure to be constructed in or on a pond or swamp or in any area below the high-water mark of a lake, river, creek or stream in or on the area under the jurisdiction of the Authority; or
- (b) place or dump fill or permit fill to be placed or dumped in the areas described in the schedules. O. Reg. 56/69, s. 3.

4. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the construction of any building or structure or the placing or dumping of fill in any area to which section 3 applies if, in the opinion of the Authority, the site of the building or structure or the placing or dumping and the method of construction or placing or dumping will not affect the control of flooding or pollution or the conservation of land. O. Reg. 56/69, s. 4.

5. No person shall commence to construct any building or structure or dump or place fill in any area to which section 3 applies before the permission required by section 4 has been obtained. O. Reg. 56/69, s. 5.

6.—(1) A signed application for permission to construct a building or structure shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property showing the proposed location of the building or

structure, its elevation and the proposed final grade plan;

- (b) four copies of a complete description of the type of building or structure to be constructed, including drainage details;
- (c) four copies of a statement of the dates between which the construction will be carried out; and
- (d) four copies of a statement of the proposed use of the building or structure following completion of the construction.

(2) A signed application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property on which the fill is to be placed, showing the proposed location of filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;
- (b) four copies of a complete description of the type of fill proposed to be placed or dumped;
- (c) four copies of a statement of the dates between which the placing or dumping will be carried out; and
- (d) four copies of a statement of the proposed use of the land following completion of placing or dumping. O. Reg. 56/69, s. 6.

7. The Authority may, at any time withdraw any permission given under section 4 if, in the opinion of the Authority, the representations contained in the application for the permission are not carried out. O. Reg. 56/69, s. 7.

#### Schedule 1

That part of the watershed of Spencer Creek comprising lands within the Town of Dundas, more specifically described as follows:

1. The valley containing Sulphur Creek bordered on the south by Sulphur Creek which also forms the southerly boundary of the Town of Dundas.

2. The valley containing Spencer Creek and its minor tributaries within the Town of Dundas.
3. Certain sections of the Niagara Escarpment along the north limit of the Town of Dundas,

and being those areas as shown on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 854 to 862, both inclusive. O. Reg. 56/69, Sched. 1.

#### **Schedule 2**

That part of the area under the jurisdiction of the Hamilton Region Conservation Authority comprising lands within the Town of Stoney Creek, more specifically described as follows:

1. The valley containing Stoney Creek and Battlefield Creek and its tributaries within the Town of Stoney Creek.
2. Certain sections of the Niagara Escarpment within the Town of Stoney Creek,

and being those areas as shown on a map filed in the office of the Registrar of Regulations at Toronto as No. 863. O. Reg. 56/69, Sched. 2.

#### **Schedule 3**

That part of the area under the jurisdiction of the Hamilton Region Conservation Authority comprising lands within the Township of Saltfleet, more specifically described as follows:

1. The valleys containing several unnamed minor creeks and tributaries draining into Lake Ontario within the Township of Saltfleet.
2. Certain portions of the Niagara Escarpment within the Township of Saltfleet,

and being those areas as shown on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 864 to 875, both inclusive. O. Reg. 56/69, Sched. 3.

#### **Schedule 4**

That part of the area under the jurisdiction of the Hamilton Region Conservation Authority comprising lands within the City of Hamilton, more specifically described as follows:

1. The valley containing Sulphur Creek bordered on the north by Sulphur Creek which also forms the northwesterly boundary of the City of Hamilton.
2. The valley containing Redhill Creek and its minor tributaries within the City of Hamilton.
3. Certain sections of the Niagara Escarpment within the City of Hamilton,

and being those areas as shown on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 876 to 901, both inclusive. O. Reg. 56/69, Sched. 4.



## REGULATION 119

### under The Conservation Authorities Act

#### FILL AND CONSTRUCTION — OTONABEE REGION

##### 1. In this Regulation,

- (a) "Authority" means the Otonabee Region Conservation Authority;
- (b) "building or structure" means a building or structure of any kind;
- (c) "fill" means fill of any kind. O. Reg. 429/67, s. 1.

2. The areas described in the schedules are designated as areas in which in the opinion of the Authority the control of flooding or pollution or the conservation of land may be affected by the placing or dumping of fill. O. Reg. 429/67, s. 2.

##### 3. Subject to section 4, no person shall,

- (a) construct any building or structure or permit any building or structure to be constructed in or on a pond or swamp or in any area below the high-water mark of a lake, river, creek or stream in the area under the jurisdiction of the Authority; or
- (b) place or dump fill or permit fill to be placed or dumped in the areas described in the schedules. O. Reg. 429/67, s. 3.

4. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the construction of any building or structure or the placing or dumping of fill in any area to which section 3 applies if, in the opinion of the Authority, the site of the building or structure or the placing or dumping of fill and the method of the construction or placing or dumping would not affect the control of flooding or pollution or the conservation of the land. O. Reg. 429/67, s. 4.

5. No person shall begin to construct any building or structure or dump or place fill in any area to which section 3 applies before the permission required by section 4 has been obtained. O. Reg. 429/67, s. 5.

6.—(1) A signed application for permission to construct a building or structure shall be filed with the Authority and shall include,

- (a) two copies of a plan of the property showing the proposed location of the building

or structure, its elevation, and the proposed final grade plan;

- (b) two copies of a complete description of the type of building or structure to be constructed, including drainage details;
- (c) two copies of a statement of the dates between which the construction will be carried out; and
- (d) two copies of a statement of the proposed use of the building or structure following completion of the construction.

(2) A signed application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) two copies of a plan of the property on which the fill is to be placed, showing the proposed location of filling, the depth to which it is proposed to fill, and the proposed final grade of the land when filling is completed;
- (b) two copies of a complete description of the type of fill proposed to be placed or dumped;
- (c) two copies of a statement of the dates between which the placing or dumping will be carried out; and
- (d) two copies of a statement of the proposed use of the land following completion of placing or dumping. O. Reg. 429/67, s. 6.

7. The Authority may, at any time, withdraw any permission given under section 4 if, in the opinion of the Authority, the representations contained in the application for the permission to place or dump the fill are not carried out. O. Reg. 429/67, s. 7.

#### Schedule 1

Being composed of lands in the counties of Durham and Peterborough that extend a distance of not less than one-half lot from the streams, lakes or watercourses described as follows:

1. The whole of the Ouse River and its tributaries from its entry into Rice Lake in the Township of Asphodel in the County of Peterborough to its source in the Township of Dummer in the County of Peterborough.



2. The whole of the Indian River and its tributaries from its entry into Rice Lake in the Township of Otonabee in the County of Peterborough to its source at Stony Lake in the Township of Dummer in the County of Peterborough.
3. That part of the Otonabee River and its tributaries from the point of its entry into Rice Lake in the Township of Otonabee in the County of Peterborough to the south boundary of the City of Peterborough in the County of Peterborough.
4. That part of the Otonabee River and its tributaries, including Lake Katchiwano from the north boundary of the City of Peterborough to its source at Clear Lake in the Township of Douro in the County of Peterborough.
5. That part of Jackson Creek from the boundary between the City of Peterborough and the Township of Smith to its source in the Township of Cavan in the County of Durham.
6. That part of Meade Creek and its tributaries from the boundary between the City of Peterborough and the Township of Otonabee to its source in the Township of Douro in the County of Peterborough.
7. That part of the shore of Chemong Lake from the boundary between the Township of Emily in the County of Victoria and the Township of Smith in the County of Peterborough to the confluence of Chemong Lake and Buckhorn Lake in the Township of Smith in the County of Peterborough.
8. That part of the south shore of Buckhorn Lake in the Township of Smith in the County of Peterborough from and including its confluence with Chemong Lake to and including the confluence of Buckhorn Lake and Stony Lake at Burleigh Falls in the Township of Smith in the County of Peterborough.
9. That part of the shores of Stony Lake and Clear Lake adjacent to the townships of Smith, Douro and Dummer in the County of Peterborough, from the confluence with Buckhorn Lake at Burleigh Falls in the Township of Smith, in the County of Peterborough to the easterly boundary between the Township of Dummer and that part of the Township of Belmont and Methuen that was formerly the Township of Methuen in the County of Peterborough.
10. That part of the north shore of Rice Lake and the Trent River adjacent to the Township of South Monaghan in the County of Northumberland and the townships of Otonabee and Asphodel in the County of Peterborough from the watershed boundary in the Township of

South Monaghan in the County of Northumberland to the boundary between the Township of Asphodel and that part of the Township of Belmont and Methuen that was formerly the Township of Belmont in the County of Peterborough,

as shown on a map filed in the office of the Registrar of Regulations at Toronto as No. 136. O. Reg. 429/67, Sched. 1; O. Reg. 150/68, s. 1.

## Schedule 2

In the City of Peterborough and being that area of land adjacent to the Otonabee River, Jackson Creek, Meade Creek and two unnamed streams bounded generally by the street limits adjacent to the rivers, streams or watercourses more particularly described as follows:

1. The Otonabee River from the south limits of the City of Peterborough northerly through Little Lake to the north limits of the City of Peterborough more particularly described as follows: Beginning at a line between the east half and west half of Lot 11 in Concession X, formerly in the Township of North Monaghan in the County of Peterborough and the south boundary of the City of Peterborough; thence northerly along the said line to the southerly limit of Johnston Drive; thence easterly along that southerly limit to the easterly limit of Monaghan Road; thence northerly along that easterly limit to the southerly limit of Riverside Drive; thence easterly and northerly along that southerly limit to the southerly limit of Cameron Street; thence easterly along that southerly limit to the easterly limit of Park Street; thence northerly along that easterly limit to the southerly limit of Graham Avenue; thence easterly along that southerly limit to the easterly limit of Lillian Street; thence northerly along that easterly limit to the southerly limit of McKellar Street; thence easterly and northerly along that southerly limit to the easterly limit of Lock Street; thence northerly along that easterly limit to the southerly limit of Montgomery Street; thence easterly along that southerly limit to the easterly limit of Morphet Avenue; thence northerly along that easterly limit to the easterly limit of Haggart Street; thence northerly along that easterly limit to the northerly limit of Crescent Street; thence westerly and northerly along that northerly limit to the northerly limit of Rink Street; thence westerly along that northerly limit to the easterly limit of George Street; thence northerly along that easterly limit to the southerly limit of Dalhousie Street; thence easterly along that southerly limit to the easterly limit of Water Street; thence northerly along that easterly limit to the easterly limit of Queen Street; thence northerly along that easterly limit to the southerly limit of Hunter Street; thence easterly along



that southerly limit to the easterly limit of Sheridan Street; thence northerly along that easterly limit to the southerly limit of Brock Street; thence easterly along that southerly limit to the easterly limit of Dickson Street; thence northerly along that easterly limit to the northerly limit of McDonnell Street; thence westerly along that northerly limit to the westerly limit of Waterford Street; thence northerly along that easterly limit to the northerly limit of London Street; thence westerly along that northerly limit to the easterly limit of Harvey Street; thence northerly along that easterly limit to the northerly limit of Dublin Street; thence westerly along that northerly limit to the easterly limit of Water Street; thence northerly along that easterly limit to the southerly limit of Elcombe Crescent; thence easterly and northerly along the southerly and easterly limits of Elcombe Crescent to the southerly limit of Parkhill Road; thence easterly along that southerly limit to the easterly limit of Dennistoun Avenue; thence northerly along that easterly limit to the northerly limit of Inverlea Street, thence westerly along that northerly limit to the easterly limit of Water Street; thence northerly along that easterly limit and that part of the King's Highway known as No. 28 to the northerly limits of the City of Peterborough; thence southerly, easterly and northerly along those northerly limits to the westerly limit of River Road; thence southerly along that westerly limit to the northwesterly limit of the right of way of the Canadian National Railways; thence southerly along that westerly limit to the northerly limit of Douro Street; thence westerly along that northerly limit to the westerly limit of Driscoll Terrace; thence southerly along that westerly limit to the northerly limit of Hunter Street; thence westerly along that northerly limit to the westerly limit of Burnham Street; thence southerly along that westerly limit to the northerly limit of Engleburn Avenue; thence westerly and southerly along the northerly and westerly limits of Engleburn Avenue to the southerly limit of Maria Street; thence easterly along that southerly limit to the westerly limit of Ashburnham Drive; thence northerly along that westerly limit to the southerly limit of the right of way of the Canadian Pacific Railway; thence easterly along that southerly limit to the easterly limit of the City of Peterborough; thence southerly along that easterly limit to the northerly limit of Lansdowne Street East; thence westerly along that northerly limit to the westerly limit of River Road, south; thence southerly along that westerly limit to the easterly limit of Concession Road; thence northerly along that easterly limit to the northwesterly limit of Sherin Avenue; thence southerly along that northwesterly limit to the westerly limit of South Park Drive; thence southerly along that westerly limit to the

southerly limit of the by-pass of that part of the King's Highway known as No. 7; thence westerly along that southerly limit to the westerly limit of the service road; thence southerly along that westerly limit to the boundary of the City of Peterborough; thence westerly and southerly along that boundary to the place of beginning.

2. The lands along Jackson Creek more particularly described as that area bounded by the following line: Beginning at the northeasterly point of the intersection of George Street and Rink Street; thence westerly along the northerly limit of Rink Street to the easterly limit of Aylmer Street; thence northerly along that easterly limit to the northerly limit of Hunter Street; thence westerly along that northerly limit to the easterly limit of Bethune Street; thence northerly along that easterly limit to the northerly limit of Brock Street; thence westerly along that northerly limit to the easterly limit of Rubidge Street; thence northerly along that easterly limit to the northerly limit of Murray Street; thence westerly along that northerly limit to the easterly limit of Cambridge Avenue; thence northerly along that easterly limit to the northerly limit of McDonnell Street; thence westerly along that northerly limit to the easterly limit of Monaghan Road; thence northerly along that easterly limit to the northerly limit of Parkhill Road; thence westerly along that northerly limit to the westerly limit of Brealey Drive; thence northerly along that westerly limit to the boundary of the City of Peterborough; thence easterly along that boundary to the westerly limit of the west-communication road; thence northerly along that westerly limit to the westerly limit of Fairbairn Street; thence southerly along that westerly limit to the southerly limit of Parkhill Road; thence westerly along that southerly limit to the westerly limit of the right of way of the Canadian National Railways; thence southerly and easterly along that southerly limit to the easterly limit of Park Street; thence northerly along that easterly limit to the southerly limit of McDonnell Street; thence easterly along that southerly limit to the westerly limit of Bethune Street; thence southerly along that westerly limit to the southerly limit of Murray Street; thence easterly along that southerly limit to the westerly limit of Aylmer Street; thence southerly along that westerly limit to the southerly limit of Brock Street; thence easterly along that southerly limit to the westerly limit of Chambers Street; thence southerly along that westerly limit to the southerly limit of Hunter Street; thence easterly along that southerly limit to the westerly limit of George Street; thence southerly along that westerly limit to the southerly limit of Dalhousie Street; thence easterly along that southerly limit to the easterly limit of George Street; thence southerly

- along that easterly limit to the place of beginning.
3. The lands of the Trent Canal commencing at the southerly limit of Maria Street, northerly to the northerly limit of River Road at Nassau Mills.
  4. The lands along an unnamed creek more particularly described as follows: Beginning at the easterly limit of the right of way of the Canadian National Railways at the point where it intersects the southerly limit of Hazlitt Street; thence easterly along that southerly limit to the easterly limit of Ashburnham Drive; thence northerly along that easterly limit to the southerly limit of Euclid Avenue; thence easterly along that southerly limit to the easterly limit of Trent Street; thence northerly along that easterly limit to the southerly limit of Woodbine Avenue; thence easterly along that southerly limit to the easterly limit of Juliet Road; thence northerly along that easterly limit to the southerly limit of Swanston Avenue; thence easterly along that southerly limit to the westerly limit of the Trent Canal; thence southerly along that westerly limit to the northerly limit of Euclid Avenue; thence westerly along that northerly limit to the westerly limit of Ludgate Street; thence southerly along that westerly limit to the northerly limit of Caddy Street; thence westerly along that northerly limit to the westerly limit of Beverley Street; thence southerly along that westerly limit to the northerly limit of McFarlane Street; thence westerly along that northerly limit to the westerly limit of Ashburnham Drive; thence southerly along

that westerly limit to the northerly limit of Clifton Street; thence westerly along that northerly limit to the easterly limit of Rogers Street; thence northerly along that easterly limit to the northerly limit of Stanley Avenue; thence westerly along the northerly limit of Stanley Avenue to the westerly limit of the right of way of the Canadian National Railways; thence northerly along that westerly limit to the place of beginning.

5. The lands along an unnamed creek being more particularly described as that area bounded by the following line: Beginning at the westerly limit of River Road at the point where it is intersected by the northerly limit of Lot 4 in Concession XII, formerly in the Township of Douro; thence easterly along that northerly limit to the easterly limit of the Trent Canal; thence southerly along that easterly limit to the southerly limit of the said Lot 4; thence westerly along that southerly limit to the westerly limit of River Road; thence southerly along that westerly limit of River Road to the southerly limit of Lot 3 in Concession XII, formerly in the Township of Douro; thence westerly along that southerly limit to the westerly limit of the right of way of the Canadian National Railways; thence northerly along that westerly limit to the westerly limit of River Road; thence northerly along that westerly limit to the place of beginning,

as shown on a map filed in the office of the Registrar of Regulations at Toronto as No. 137. O. Reg. 429/67, Sched. 2; O. Reg. 150/68, s. 2.



## REGULATION 120

### under The Conservation Authorities Act

#### FILL AND CONSTRUCTION—UPPER THAMES RIVER

##### 1. In this Regulation,

- (a) "Authority" means the Upper Thames River Conservation Authority;
- (b) "building or structure" means building or structure of any kind;
- (c) "fill" means fill of any kind. O. Reg. 322/64, s. 1.

2. The areas defined in the schedules are designated as areas in which in the opinion of the Authority the control of flooding or pollution or the conservation of land may be affected by the placing or dumping of fill. O. Reg. 322/64, s. 2.

##### 3. Subject to section 4, no person shall,

- (a) construct any building or structure or permit any building or structure to be constructed in or on a pond or swamp or in any area below the high-water mark of a lake, river, creek or stream; or
- (b) place or dump fill or permit fill to be placed or dumped in the areas designated in the schedules. O. Reg. 322/64, s. 3.

4. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the construction of any building or structure or the placing or dumping of fill in any area to which section 3 applies if, in the opinion of the Authority, the site of the building or structure or dumping and the method of the construction or dumping would not affect the control of flooding or pollution or the conservation of the land. O. Reg. 322/64, s. 4.

5. No person shall begin to construct any building or structure or dump or place fill in any area to which section 3 applies before the permission required by section 4 has been obtained. O. Reg. 322/64, s. 5.

6.—(1) A signed application for permission to construct a building or structure shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property showing the proposed location of the building or structure, its elevation, and the proposed final grade plan;

- (b) four copies of a complete description of the type of building or structure to be constructed, including drainage details;

- (c) four copies of a statement of the dates between which the construction will be carried out; and

- (d) four copies of a statement of the proposed use of the building or structure following completion of the construction.

(2) A signed application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property on which the fill is to be placed, showing the proposed location of filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;

- (b) four copies of a complete description of the type of fill proposed to be placed or dumped;

- (c) four copies of a statement of the dates between which the placing or dumping will be carried out; and

- (d) four copies of a statement of the proposed use of the land following completion of placing or dumping. O. Reg. 322/64, s. 6.

7. The Authority may, at any time, withdraw any permission given under section 4 if, in the opinion of the Authority, the representations contained in the application for the permission are not carried out. O. Reg. 322/64, s. 7.

#### Schedule 1

That part of the watershed of the Thames River in the County of Middlesex extending upstream from the northwesterly corner of the City of London, adjacent to Lot 28 in Concession II of the Township of London to,

- (a) the Fanshawe Dam on the north branch of the River Thames, in Lot 3 in concessions III and IV in the Township of London; and

- (b) the road forming the boundary between the Township of Westminster and the Township of Dorchester North at the bridge crossing the south branch of the River Thames,

as shown on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 560 to 593, both inclusive. O. Reg. 322/64, Sched. I.

### Schedule 2

That part of the watershed of the Thames River in the Town of Mitchell and in the townships of Fullarton and Logan, all in the County of Perth, extending upstream from,

- (a) the road allowance between concessions II and III in the Township of Fullarton to the road allowance between concessions II and III in the Township of Logan; and
- (b) the confluence of Whirl Creek with the Thames River to the line between lots 22 and 23 in Concession I in the Township of Fullarton, being the easterly limit of the Town of Mitchell,

as shown on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 607 and 608. O. Reg. 120/65, s. 1.

### Schedule 3

That part of the watershed of the Thames River in the City of Stratford in the County of Perth upstream from the westerly boundary of that city lying northeast of the line between concessions I and II in the Township of Downie and southeast of the lot line between lots 3 and 4 in Concession II in that township to the easterly boundary of that city, being the line between lots 44 and 45 in Concession I in the Township of North Easthope, as shown on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 609 and 610. O. Reg. 120/65, s. 1.

### Schedule 4

That part of the watershed of the Thames River in the County of Oxford extending upstream,

- (a) from the westerly limit of the City of Woodstock, adjacent to Lot 30 in Concession 1 in the Township of North Oxford to the northeasterly corner formed by the Thames River and the easterly limit of the City of Woodstock, adjacent to Lot 4 in Concession 14 in the Township of East Zorra; and
- (b) along Cedar Creek from its confluence with the Thames River to the southerly limit of the City of Woodstock in Lot 19 in Concession 3 in the Township of East Oxford,

as shown on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 642a, 643a, 644a and 645 to 651, both inclusive. O. Reg. 26/66, s. 1; O. Reg. 59/66, s. 1.

### Schedule 5

That part of the watershed of the Thames River in the County of Perth extending upstream,

- (a) from the southwesterly boundary of the Town of St. Marys adjacent to Lot 26 in the Thames River Concession in the Township of Blanshard to the northerly limit of the Town of St. Marys adjacent to Lots 15 and 16 in Concession 15 in the Township of Blanshard; and
- (b) along Trout Creek from its confluence with the Thames River to the northerly limit of the easterly limit of the Town of St. Marys adjacent to Lot 16 in Concession 19 in the Town of St. Marys,

as shown on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 652, 653 and 654. O. Reg. 26/66, s. 1.



## REGULATION 121

### under The Conservation Authorities Act

#### FILL, CONSTRUCTION AND ALTERATION OF WATERWAYS—GRAND RIVER

##### 1. In this Regulation,

- (a) "Authority" means the Grand River Conservation Authority;
- (b) "building or structure" means a building or structure of any kind;
- (c) "fill" means earth, sand, gravel, rubble, rubbish, garbage, or any other material whether similar to or different from any of the aforementioned materials, used or capable of being used to raise, lower or in any way affect the contours of the ground;
- (d) "fill line" means any line designated as such on the maps referred to in the schedules;
- (e) "river", "lake", "creek", "stream" or "watercourse" means any river, lake, creek, stream or watercourse under the jurisdiction of the Authority. O. Reg. 41/70, s. 1; O. Reg. 231/70, s. 1.

2. The areas described in the schedules are areas in which, in the opinion of the Authority, the control of flooding or pollution or the conservation of land may be affected by the placing or dumping of fill. O. Reg. 41/70, s. 2; O. Reg. 231/70, s. 2.

##### 3. Subject to section 4, no person shall,

- (a) construct any building or structure or permit any building or structure to be constructed in or on a pond or swamp or in any area below the high-water mark of a lake, river, creek or stream;
- (b) place or dump fill or permit fill to be placed or dumped in the areas described in the schedules whether such fill is already located in or upon such area, or brought to or on such area from some other place or places; or
- (c) straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse. O. Reg. 41/70, s. 3; O. Reg. 231/70, s. 3.

4. The authority may permit in writing the construction of any building or structure or the placing or dumping of fill or the straightening, changing,

diverting or interfering with the existing channel of a river, creek, stream or watercourse to which section 3 applies, if, in the opinion of the Authority, the site of the building or structure or the placing or dumping and the method of construction or placing or dumping or the straightening, changing, diverting or interfering with the existing channel will not affect the control of flooding or pollution or the conservation of land. O. Reg. 41/70, s. 4.

5. No person shall commence to construct any building or structure or dump or place fill or straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse in any area to which section 3 applies before permission to do so has been obtained under section 4. O. Reg. 41/70, s. 5.

6.—(1) A signed application for permission to construct a building or structure shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property showing the proposed location of the building or structure, its elevation and the proposed final grade plan;
- (b) four copies of a complete description of the type of building or structure to be constructed, including drainage details;
- (c) four copies of a statement of the dates between which the construction will be carried out; and
- (d) four copies of a statement of the proposed use of the building or structure following completion of the construction.

(2) A signed application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property on which the fill is to be placed, showing the proposed location of filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;
- (b) four copies of a complete description of the type of fill proposed to be placed or dumped;
- (c) four copies of a statement of the dates between which the placing or dumping will be carried out; and



- (d) four copies of a statement of the proposed use of the land following completion of placing or dumping.

(3) A signed application for permission to straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or water-course, shall be filed with the Authority and shall include,

- (a) four copies of a plan on which shall be shown in plan view and cross section the details of such straightening, change, diversion or interference;
- (b) four copies of a description of the protective measures to be undertaken;
- (c) four copies of a statement of the dates between which the straightening, changing, diverting or interfering will be carried out; and
- (d) four copies of a statement of the purpose of the proposed work. O. Reg. 41/70, s. 6.

7. The Authority may, at any time, withdraw any permission given under this Regulation, if, in the opinion of the Authority, the conditions of the permit are not complied with. O. Reg. 41/70, s. 7.

#### Schedule 1

That part of the watersheds of Blair and Cedar Creeks extending from Main Street in the Village of Ayr to Main Street in that part of the Town of Preston formerly known as the Village of Blair and including,

- (a) lots 29, 30, 31, 32, 33 and 34 in Concession VIII, in the Township of North Dumfries, in the County of Waterloo;
- (b) lots 26, 27, 28, 29, 30 and 31 in Concession IX, in the Township of North Dumfries, in the County of Waterloo;
- (c) lots 26, 27, 28, 29, 30 and 31 in Concession X, in the Township of North Dumfries, in the County of Waterloo;
- (d) lots 25, 26, 27 and 28 in Concession XI, in the Township of North Dumfries, in the County of Waterloo;
- (e) lots 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35 in Concession XII, in the Township of North Dumfries, in the County of Waterloo;
- (f) lots 1 and 2 in Beasley's New Survey in the Township of Waterloo, in the County of Waterloo;
- (g) lots 3, 4, 5, 6 and part of Lot 7 in Beasley's

Old Survey in that part of the Town of Preston formerly known as the Village of Blair, in the County of Waterloo;

- (h) Lot 8 and part of Lot 7 in Beasley's Old Survey in the Township of Waterloo, in the County of Waterloo,

as shown delineated by the fill line and coloured yellow on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 1180 to 1186, both inclusive. O. Reg. 41/70, Sched. I.

#### Schedule 2

That part of the watersheds of Oakland Swamp and McKenzie Creek extending from the Mount Vernon Station in the Township of Brantford to the junction of McKenzie Creek and the line dividing Oakland and Townsend townships, and including,

- (a) part of lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 in Concession I, in the Township of Oakland, in the County of Brant;
- (b) part of lots 1, 2, 3, 8 and 9, in Concession II, in the Township of Oakland, in the County of Brant;
- (c) Lot 2 and part of lots 1 and 3 in Concession III, in the Township of Oakland, in the County of Brant;
- (d) Lot 2 and part of lots 1, 3, 4 and 5 in Concession IV, in the Township of Oakland, in the County of Brant;
- (e) lots 3, 4 and 5 and part of lots 2 and 6 in Concession V, in the Township of Oakland, in the County of Brant;
- (f) Lot 3 and part of Lot 2 in Concession VI, in the Township of Oakland, in the County of Brant;
- (g) part of lots 3, 4, 5, 6, 7 and 8 in Concession V, in the Township of Brantford, in the County of Brant;
- (h) part of blocks 1, 2, 3 and 4 in the Kerr Tract, in the Township of Brantford, in the County of Brant;
- (i) part of Block 5 in the Mair Tract, in the Township of Brantford, in the County of Brant; and
- (j) part of blocks 1, 2, 3 and 4 in the Range West II of Mount Pleasant Road, in the Township of Brantford, in the County of Brant,

as shown delineated by the fill line and coloured yellow on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 1209 to 1215, both inclusive. O. Reg. 231/70, s. 4.

## REGULATION 122

### under The Conservation Authorities Act

#### FILL, CONSTRUCTION AND ALTERATION OF WATERWAYS—HALTON REGION

##### 1. In this Regulation,

- (a) "Authority" means The Halton Region Conservation Authority;
- (b) "building or structure" means a building or structure of any kind;
- (c) "fill" means earth, sand, gravel, rubble, rubbish, garbage, or any other material whether similar to or different from any of the aforementioned materials and whether originating at or on the site or elsewhere, used or capable of being used to raise, lower or in any way affect the contours of the ground;
- (d) "fill line" means any line designated as such on the plan referred to in the Schedule;
- (e) "river", "lake", "creek", "stream" or "watercourse" means any river, lake, creek, stream or watercourse under the jurisdiction of the Authority. O. Reg. 432/70 s. 1, *amended*.

2. The areas described in the Schedule are areas in which, in the opinion of the Authority, the control of flooding or pollution or the conservation of land may be affected by the placing or dumping of fill. O. Reg. 432/70, s. 2, *amended*.

##### 3. Subject to section 4, no person shall,

- (a) construct any building or structure or permit any building or structure to be constructed in or on a pond or swamp or in any area below the highwater mark of a lake, river, creek or stream;
- (b) place or dump fill or permit fill to be placed or dumped below the fill line in the areas described in the Schedule whether such fill is already located in or upon such area, or brought to or on such area from some other place or places; or
- (c) straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse. O. Reg. 432/70, s. 3, *amended*.

4. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the construction of any building or structure or the placing or dumping of fill or the straightening, changing, diverting or interfering with the existing channel of a river, creek, stream or watercourse to which section 3 applies if, in the opinion of the Authority, the site of the building or structure or the placing or dumping and the method of construction or placing or dumping or the straightening, changing, diverting or interfering with the existing channel will not affect the control of flooding or pollution or the conservation of land. O. Reg. 432/70, s. 4.

5. No person shall commence to construct any building or structure or dump or place fill or straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse in any area to which section 3 applies before permission to do so has been obtained under section 4. O. Reg. 432/70, s. 5.

6.—(1) A signed application for permission to construct a building or structure shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property showing the proposed location of the building or structure, its elevation and the proposed final grade plan;
- (b) four copies of a complete description of the type of building or structure to be constructed, including drainage details;
- (c) four copies of a statement of the dates between which the construction will be carried out; and
- (d) four copies of a statement of the proposed use of the building or structure following completion of the construction.

(2) A signed application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property on which the fill is to be placed, showing the proposed location of filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;
- (b) four copies of a complete description of the type of fill proposed to be placed or dumped;



(c) four copies of a statement of the dates between which the placing or dumping will be carried out; and

(d) four copies of a statement of the proposed use of the land following completion of placing or dumping.

(3) A signed application for permission to straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse, shall be filed with the Authority and shall include,

(a) four copies of a plan on which shall be shown in plan view and cross section the details of such straightening, change, diversion or interference;

(b) four copies of a description of the protective measures to be undertaken;

(c) four copies of a statement of the dates between which the straightening, changing, diverting or interfering will be carried out; and

(d) four copies of a statement of the purpose of the proposed work. O. Reg. 432/70, s. 6.

7. The Authority may, at any time, withdraw any permission given under this Regulation if, in the opinion of the Authority, the conditions of the permit are not complied with. O. Reg. 432/70, s. 7.

### Schedule

That part of the watershed of the Sixteen Mile Creek, sometimes referred to as the Oakville Creek, extending northwesterly from Lake Ontario to the southeasterly limit of that part of the King's Highway known as No. 5 and passing through,

(a) the town of Oakville according to Registered Plan No. 41;

(b) lots 14, 15 and 16 in Concession III, S.D.S.;

(c) lots 16, 17, 18, 19 and 20 in Concession II, S.D.S.; and

(d) lots 18, 19, 20, 21, 22 and 23 in Concession I, S.D.S.,

as shown delineated by the fill line coloured red on a map filed in the office of the Registrar of Regulations at Toronto as No. 1221. O. Reg. 432/70, Sched.



## REGULATION 123

### under The Conservation Authorities Act

#### FILL, CONSTRUCTION AND ALTERATION OF WATERWAYS—KETTLE CREEK

##### 1. In this Regulation,

- (a) "Authority" means the Kettle Creek Conservation Authority;
- (b) "building or structure" means a building or structure of any kind;
- (c) "fill" means fill of any kind, earth, gravel, sand, rubbish, garbage or any other material, whether similar to or different from any of the aforementioned materials, used or capable of being used to raise, lower or in any way affect the contours of the ground. O. Reg. 439/70, s. 1.

2. The areas described in the schedules are areas in which, in the opinion of the Authority, the control of flooding or pollution or the conservation of land may be affected by the placing or dumping of fill. O. Reg. 439/70, s. 2.

##### 3. Subject to section 4, no person shall,

- (a) construct any building or structure or permit any building or structure to be constructed in or on a pond or swamp or in any area below the high-water mark of a lake, river, creek or stream in the area under the jurisdiction of the Authority;
- (b) place or dump fill or permit fill to be placed or dumped in the areas described in the schedules; or
- (c) straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse under the jurisdiction of the Authority. O. Reg. 439/70, s. 3.

4. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the construction of any building or structure or the placing or dumping of fill or the straightening, changing, diverting or interfering with the existing channel of a river, creek, stream or watercourse in any area to which section 3 applies if, in the opinion of the Authority, the site of the building or structure or the placing or dumping and the method of construction or placing or dumping or the straightening, changing, diverting or interfering with the existing channel will not affect the control of flooding or pollution or the conservation of land. O. Reg. 439/70, s. 4.

5. No person shall commence to construct any building or structure or dump or place fill or straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse in any area to which section 3 applies before permission to do so has been obtained under section 4. O. Reg. 439/70, s. 5.

6.—(1) A signed application for permission to construct a building or structure shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property showing the proposed location of the building or structure, its elevation and the proposed final grade plan;
- (b) four copies of a complete description of the type of building or structure to be constructed, including drainage details;
- (c) four copies of a statement of the dates between which the construction will be carried out;
- (d) four copies of a statement of the proposed use of the building or structure following completion of the construction.

(2) A signed application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property on which the fill is to be placed, showing the proposed location of filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;
- (b) four copies of a complete description of the type of fill proposed to be placed or dumped;
- (c) four copies of a statement of the dates between which the placing or dumping will be carried out; and
- (d) four copies of a statement of the proposed use of the land following completion of placing or dumping.

(3) A signed application for permission to straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse shall be filed with the Authority and shall include,

- (a) four copies of a plan on which shall be shown in plan view and cross section the details of such straightening, change, diversion or interference;
- (b) four copies of a description of the protective measures to be undertaken;
- (c) four copies of a statement of the dates between which the straightening, changing, diverting or interfering will be carried out; and
- (d) four copies of a statement of the purpose of the proposed work. O. Reg. 439/70, s. 6.

7. The Authority may, at any time, withdraw any permission given under section 4 if, in the opinion of the Authority, the representations contained in the application for the permission are not carried out. O. Reg. 439/70, s. 7.

#### Schedule 1

That portion of the area under the jurisdiction of the Authority comprising lands within the eastern portion of the Township of Southwold and being those areas shown shaded on maps filed in the office Registrar of Regulations at Toronto as Nos. 1224 to 1228, both inclusive. O. Reg. 439/70, Sched. 1.

#### Schedule 2

That part of the watershed of Kettle Creek comprising lands within the City of St. Thomas, more specifically described as follows:

1. That part of the valley containing the Kettle Creek and its tributaries bordered on the west by the Kettle Creek which also forms the westerly boundary of the City of St. Thomas between the westerly projection of the centre line of Elm Street and the westerly boundary of Lot 4 in Range 1 South of Edgeware Road.
2. The valley lying north of South Edgeware Road and containing the Kettle Creek and its minor tributaries within the City of St. Thomas,

and being those areas shown shaded on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 1229 to 1236, both inclusive. O. Reg. 439/70, Sched. 2.

#### Schedule 3

That portion of the area under the jurisdiction of the Authority comprising lands within the western portion of the Township of Yarmouth and being those areas shown shaded on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 1237 to 1249, both inclusive. O. Reg. 439/70, Sched. 3.



## REGULATION 124

### under The Conservation Authorities Act

#### FILL, CONSTRUCTION AND ALTERATION OF WATERWAYS—LOWER THAMES VALLEY

##### 1. In this Regulation,

- (a) "Authority" means The Lower Thames Valley Conservation Authority;
- (b) "building or structure" means a building or structure of any kind;
- (c) "fill" means fill of any kind;
- (d) "river", "lake", "creek", "stream" or "watercourse" means any river, lake, creek, stream or watercourse under the jurisdiction of the Authority. O. Reg. 47/69, s. 1; O. Reg. 286/69, s. 2.

2. The areas described in the schedules are areas in which, in the opinion of the Authority, the control of flooding or pollution or the conservation of land may be affected by the placing or dumping of fill. O. Reg. 47/69, s. 2.

##### 3. Subject to section 4, no person shall,

- (a) construct any building or structure or permit any building or structure to be constructed in or on a pond or swamp or in any area below the high-water mark of a lake, river, creek or stream in or on the area under the jurisdiction of the Authority;
- (b) place or dump fill or permit fill to be placed or dumped in the areas described in the schedules; or
- (c) straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse. O. Reg. 47/69, s. 3; O. Reg. 286/69, s. 3.

4. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the construction of any building or structure or the placing or dumping of fill or the straightening, changing, diverting or interfering with the existing channel of a river, creek, stream or watercourse in any area to which section 3 applies if, in the opinion of the Authority, the site of the building or structure or the placing or dumping and the method of construction or placing or dumping will not affect the control of flooding

or pollution or the conservation of land. O. Reg. 47/69, s. 4; O. Reg. 286/69, s. 4.

5. No person shall commence to construct any building or structure or dump or place fill or straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse in any area to which section 3 applies before the permission required by section 4 has been obtained. O. Reg. 47/69, s. 5; O. Reg. 286/69, s. 5.

6.—(1) A signed application for permission to construct a building or structure shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property showing the proposed location of the building or structure, its elevation and the proposed final grade plan;
- (b) four copies of a complete description of the type of building or structure to be constructed, including drainage details;
- (c) four copies of a statement of the dates between which the construction will be carried out; and
- (d) four copies of a statement of the proposed use of the building or structure following completion of the construction.

(2) A signed application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property on which the fill is to be placed, showing the proposed location of filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;
- (b) four copies of a complete description of the type of fill proposed to be placed or dumped;
- (c) four copies of a statement of the dates between which the placing or dumping will be carried out; and
- (d) four copies of a statement of the proposed use of the land following completion of placing or dumping. O. Reg. 47/69, s. 6 (1, 2).

(3) A signed application for permission to straighten, change, divert or interfere in any way with the



existing channel of a river, creek, stream or water-course shall be filed with the authority and shall include,

- (a) four copies of a plan of the property and cross-sections showing the existing channel and the proposed channel, with proposed bank protection clearly indicated;
- (b) four copies of a complete description of the proposed bank protection; and
- (c) four copies of a statement of the dates between which the construction will be carried out. O. Reg. 286/69, s. 6.

7. The Authority may, at any time, withdraw any permission given under section 4 if, in the opinion of the Authority, the representations contained in the application for the permission are not carried out. O. Reg. 47/69, s. 7.

8. The executive committee of the Authority may appoint one or more officers for the purpose of

enforcing any regulation made under section 26 of the Act. O. Reg. 286/69, s. 7.

#### Schedule 1

That land along the River Thames from the easterly limits of the City of Chatham to the line between lots 20 and 21, formerly the Township of Dover and the production of that line to the south, and being those areas shown on defined area maps Nos. 1, 2 and 3 labelled Fill Regulations, Defined Area, Thames River, City of Chatham filed in the office of the Registrar of Regulations at Toronto as Nos. 918 to 920, both inclusive. O. Reg. 158/69, s. 1.

#### Schedule 2

That land along McGregor's Creek from its confluence with the Thames River to the southerly limits of the City of Chatham, and being those areas shown on defined area maps Nos. 2, 4 and 5 labelled Fill Regulations, Defined Area, McGregor's Creek, City of Chatham filed in the office of the Registrar of Regulations at Toronto as Nos. 921 to 923, both inclusive. O. Reg. 158/69, s. 1.

## REGULATION 125

### under The Conservation Authorities Act

#### FILL, CONSTRUCTION AND ALTERATION OF WATERWAYS—METROPOLITAN TORONTO AND REGION

##### 1. In this Regulation,

- (a) "Authority" means The Metropolitan Toronto and Region Conservation Authority;
- (b) "building or structure" means a building or structure of any kind;
- (c) "fill" means earth, sand, gravel, rubble, rubbish, garbage, or any other material whether similar to or different from any of the aforementioned materials, used or capable of being used to raise, lower or in any way affect the contours of the ground;
- (d) "fill line" means any line designated as such on the maps referred to in the schedules;
- (e) "river", "lake", "creek", "stream" or "watercourse" means any river, lake, creek, stream or watercourse under the jurisdiction of the Authority. O. Reg. 342/69, s. 1.

2. The areas described in the schedules are areas in which, in the opinion of the Authority, the control of flooding or pollution or the conservation of land may be affected by the placing or dumping of fill. O. Reg. 342/69, s. 2.

##### 3. Subject to section 4, no person shall,

- (a) construct any building or structure or permit any building or structure to be constructed in or on a pond or swamp or in any area below the high-water mark of a lake, river, creek or stream;
- (b) place or dump fill or permit fill to be placed or dumped in the areas described in the schedules whether such fill is already located in or upon such area, or brought to or on such area from some other place or places; or
- (c) straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or watercourse. O. Reg. 342/69, s. 3.

4. Subject to *The Ontario Water Resources Commission Act* or to any private interest, the Authority may permit in writing the construction of any building or

structure or the placing or dumping of fill or the straightening, changing, diverting or interfering with the existing channel of a river, creek, stream or watercourse to which section 3 applies if, in the opinion of the Authority, the site of the building or structure or the placing or dumping and the method of construction or placing or dumping or the straightening, changing, diverting or interfering with the existing channel will not affect the control of flooding or pollution or the conservation of land. O. Reg. 342/69, s. 4.

5. No person shall commence to construct any building or structure or dump or place fill or straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse in any area to which section 3 applies before permission to do so has been obtained under section 4. O. Reg. 342/69, s. 5.

6.—(1) A signed application for permission to construct a building or structure shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property showing the proposed location of the building or structure, its elevation and the proposed final grade plan;
- (b) four copies of a complete description of the type of building or structure to be constructed, including drainage details;
- (c) four copies of a statement of the dates between which the construction will be carried out; and
- (d) four copies of a statement of the proposed use of the building or structure following completion of the construction.

(2) A signed application for permission to place or dump fill shall be filed with the Authority and shall include,

- (a) four copies of a plan of the property on which the fill is to be placed, showing the proposed location of filling, the depth to which it is proposed to fill and the proposed final grade of the land when filling is completed;
- (b) four copies of a complete description of the type of fill proposed to be placed or dumped;
- (c) four copies of a statement of the dates between which the placing or dumping will be carried out; and



- (d) four copies of a statement of the proposed use of the land following completion of placing or dumping.

(3) A signed application for permission to straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream or water-course shall be filed with the Authority and shall include,

- (a) four copies of a plan on which shall be shown in plan view and cross section the details of such straightening, change, diversion or interference;
- (b) four copies of a description of the protective measures to be undertaken;
- (c) four copies of a statement of the dates between which the straightening, changing, diverting or interfering will be carried out; and
- (d) four copies of a statement of the purpose of the proposed work. O. Reg. 342/69, s. 6.

7. The Authority may, at any time, withdraw any permission given under this Regulation if, in the opinion of the Authority, the conditions of the permit are not complied with. O. Reg. 342/69, s. 7.

#### Schedule 1

That part of the watershed of Etobicoke Creek extending northerly from Lake Ontario to,

- (a) Lot 23 in Concession II W. in the Township of Chinguacousy in the County of Peel on the west branch of that creek; and
- (b) Lot 11 in Concession III E. in the said Township of Chinguacousy on the east branch of that creek,

as shown delineated by the fill line and coloured red on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 941 to 961, both inclusive. O. Reg. 342/69, Sched. 1.

#### Schedule 2

That part of the Mimico Creek watershed extending northerly from Lake Ontario to,

- (a) Lot 6 in Concession V in the Township of Chinguacousy in the County of Peel on the west branch of that creek; and
- (b) Lot 8 in Concession V in the said Township of Chinguacousy on the east branch of that creek,

as shown delineated by the fill line and coloured red on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 962 to 976, both inclusive. O. Reg. 342/69, Sched. 2.

#### Schedule 3

That part of the watershed of the Humber River extending northerly from Lake Ontario to,

- (a) Lot 10 in each of concessions VII and IX in the Township of Toronto Gore in the County of Peel on the west branch of that river;
- (b) Lot 32 in Concession VI in the Township of Adjala in the County of Simcoe on the main branch of that river;
- (c) Lot 3 in Concession VII in that part of The Regional Municipality of York that, on the 31st day of December, 1970, was the Township of King in the County of York on the east branch of that river; and
- (d) Lot 38 in Concession III in the Township of York in The Municipality of Metropolitan Toronto on the tributary of that river that is commonly known as Black Creek,

as shown delineated by the fill line and coloured red on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 977 to 1025, both inclusive. O. Reg. 342/69, Sched. 3, *amended*.

#### Schedule 4

That part of the watershed of the Don River extending northerly from the Bloor Street Viaduct in the City of Toronto in The Municipality of Metropolitan Toronto,

- (a) Lot 25 in Concession IV in that part of The Regional Municipality of York that, on the 31st day of December, 1970, was the Township of Vaughan in the County of York on the west branch of that river;
- (b) Lot 30 in Concession II and Lot 28 in Concession III in that part of The Regional Municipality of York that, on the 31st day of December, 1970, was the said Township of Vaughan on the upper tributaries of the east branch of that river;
- (c) Lot 11 in Concession II in the Township of Markham in that part of The Regional Municipality of York that, on the 31st day of December, 1970, was the County of York on the upper tributaries of the east branch of that river; and



- (d) Lot 30 in Range 1 in the Township of Scarborough in The Municipality of Metropolitan Toronto on the tributary of that river that is commonly known as Massey Creek,

as shown delineated by the fill line and coloured red on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 1026 to 1067, both inclusive. O. Reg. 342/69, Sched. 4, *amended*.

### Schedule 5

That part of the watershed of Highland Creek extending northerly from Lake Ontario to,

- (a) Lot 26 in Range 1 and Lot 28 in Concession II in the Township of Scarborough in The Municipality of Metropolitan Toronto on the upper tributaries of the west branch of that creek; and
- (b) Lot 18 in Concession III and Lot 24 in Concession IV in the said Township of Scarborough on the upper tributaries of the east branch of that creek,

as shown delineated by the fill line and coloured red on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 1068 to 1079, both inclusive. O. Reg. 342/69, Sched. 5, *amended*.

### Schedule 6

That part of the watershed of Petticoat Creek extending northerly from Lake Ontario to Lot 35 in Concession II in the Township of Pickering in the County of Ontario, as shown delineated by the fill line and coloured red on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 1080 to 1082, both inclusive. O. Reg. 342/69, Sched. 6.

### Schedule 7

That part of the watershed of the Rouge River extending northerly from Lake Ontario to,

- (a) Lot 25 in Concession II in that part of The Regional Municipality of York that, on the 31st day of December, 1970, was the Township of Markham in the County of York on the upper tributaries of the west branch of that river;

- (b) Lot 1 in Concession III and Lot 4 in Concession IV in that part of The Regional Municipality of York that, on the 31st day of December, 1970, was the Township of Whitchurch in the County of York on the upper tributaries of the west branch of that river;

- (c) Lot 35 in Concession VIII in that part of The Regional Municipality of York that, on the 31st day of December, 1970, was the said Township of Markham on the upper tributaries of the east branch of that river; and

- (d) Lot 2 in Concession VI in that part of The Regional Municipality of York that, on the 31st day of December, 1970, was the said Township of Whitchurch on the upper tributaries of the east branch of that river,

as shown delineated by the fill line and coloured red on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 1083 to 1118, both inclusive. O. Reg. 342/69, Sched. 7, *amended*.

### Schedule 8

That part of the watershed of Duffin Creek extending northerly from Lake Ontario to,

- (a) Lot 6 in Concession IX in that part of The Regional Municipality of York that, on the 31st day of December, 1970, was the Township of Whitchurch in the County of York on the upper tributaries of the west branch of that creek;
- (b) Lot 7 in Concession I in the Township of Uxbridge in the County of Ontario on the upper tributaries of the west branch of that creek;
- (c) Lot 17 in Concession II in the Township of Pickering in the said County of Ontario on the centre branch of that creek;
- (d) Lot 22 in Concession VIII in the said Township of Pickering on the upper tributaries of the east branch of that creek; and
- (e) Lot 4 in Concession VII in the said Township of Uxbridge on the upper tributaries of the east branch of that creek,

as shown delineated by the fill line and coloured red on maps filed in the office of the Registrar of Regulations at Toronto as Nos. 1119 to 1154, both inclusive. O. Reg. 342/69, Sched. 8, *amended*.

## REGULATION 126

### under The Construction Hoists Act

#### GENERAL

##### INTERPRETATION

#### 1.—(1) In this Regulation,

(a) "attendant" means a person who is stationed in the car or at the landing of a hoist;

(b) "horsepower" of an internal combustion engine driving a hoist means the horsepower calculated by using the following formula:

$$\text{H.P.} = \frac{(\text{dia. of cylinder in ins.})^3 \times \text{no. of cylinders}}{2.5}$$

(c) "machine" means an apparatus for applying mechanical power and comprising,

(i) a brake,

(ii) gearing or other device for the transmission of power,

(iii) mechanical power-producing machinery that is adjacent to the hoistway, and

(iv) such other parts as are components thereof;

(d) "materials hoist" means a construction hoist for hoisting or lowering materials in a stationary hoistway principally above adjacent ground level;

(e) "serve" when used with reference to a notice, notification, order or other writing required by the Act or this Regulation to be given or sent to a person by an inspector, the Minister, the Deputy Minister or any other official of the Department means,

(i) to deliver to the person, or

(ii) to send by registered mail to the person at the last address of the person recorded in the office of the chief inspector;

(f) "workmen's hoist" means a construction hoist for hoisting or lowering workmen or materials in a stationary hoistway principally above adjacent ground level.

(2) For the purposes of the Act and this Regulation, "major alteration" means an alteration that, when made, results in,

(a) the construction hoist being converted from material-carrying to passenger-carrying;

(b) the maximum capacity of the installation being increased by more than 10 per cent;

(c) the dead-weight of the machine, the load-carrying unit or the counter-weight being increased by more than 10 per cent;

(d) the rate of speed of travel of the load-carrying unit being increased more than,

(i) 20 per cent where the prior rate was not greater than 100 feet a minute, or

(ii) 10 per cent where the prior rate was greater than 100 feet a minute;

(e) the replacement of more than 50 per cent of the machine or load-carrying unit;

(f) the replacement of any part of the hoistway or its foundations with a part of less structural strength;

(g) the method of control being changed; or

(h) the method of furnishing power to the machine being changed. O. Reg. 311/62, s. 1.

#### CLASSIFICATION

#### 2. Construction hoists are classified as follows:

1. Materials hoist.

2. Workmen's hoist. O. Reg. 311/62, s. 2.

#### CAPACITY AND STRENGTH

#### 3.—(1) The maximum capacity of a construction hoist may be determined,

(a) by an engineer of the Department upon approving the drawings and specifications; or

(b) by an inspector following an inspection of the construction and the condition of the hoist.



(2) Where the maximum capacity is limited by the strength of the hoisting cable, the maximum capacity is equal to

$$\frac{S \times N \text{ minus } W_c}{f}$$

where,

- (a) S = manufacturer's rated breaking strength of one cable in pounds;
- (b) N = number of runs of cable under load that,
  - (i) for 1:1 roping, equals the number of cables used,
  - (ii) for 2:1 roping, equals twice the number of cables used, and
  - (iii) for 3:1 roping, equals three times the number of cables used;

- (a) by dividing 175 into the maximum weight, in pounds, that the hoist may carry safely;
- (b) by dividing 2 into the net floor area of the car in square feet; and
- (c) by using the lesser of the numbers so obtained, exclusive of fractions, as the maximum capacity of the hoist. O. Reg. 311/62, s. 3.

PART I

LICENCES

4. A licence may be granted if,
- (a) the chief inspector has received from the user an application in the prescribed form, and the appropriate fee prescribed in the Table; and
  - (b) the chief inspector has no reason to believe that the construction hoist,

TABLE  
MINIMUM FACTORS OF SAFETY FOR HOISTING CABLES

Cable Speed (Feet per Minute)	Minimum Factor of Safety		Cable Speed (Feet per Minute)	Minimum Factor of Safety	
	Workmen's Hoist	Materials Hoist		Workmen's Hoist	Materials Hoist
50	7.60	6.65	300	9.20	8.20
75	7.75	6.85	350	9.50	8.45
100	7.95	7.00	400	9.75	8.70
125	8.10	7.15	450	10.00	8.90
150	8.25	7.30	500	10.25	9.15
175	8.40	7.45	550	10.45	9.30
200	8.60	7.65	600	10.70	9.50
225	8.75	7.75	650	10.85	9.65
250	8.90	7.90	700	11.00	9.80

- (c) Wc = the static load in pounds equal to the weight of the empty car plus the maximum weight of hoisting cable between the car and the overload beam;
  - (d) f = the factor of safety shown in the above Table corresponding to the speed of the hoisting cable and the type of hoist being used;
- (3) The maximum in terms of persons that a hoist may carry safely shall be determined,
- (i) does not comply with the Act and this Regulation, or
  - (ii) is likely to be operated in an unsafe condition or manner. O. Reg. 311/62, s. 4.
- 5.—(1) An application for a licence or a renewal thereof shall be in Form 2.
- (2) A licence shall be in Form 3. O. Reg. 311/62, s. 5.



6. An elevator, the design of which has been approved for use under *The Elevators and Lifts Act*, may be licensed as a workmen's hoist or as a materials hoist if its stage of installation affords protection for the safety of persons in the vicinity of the elevator at least equal to the protection required to be provided by a workmen's hoist or a materials hoist by *The Construction Hoists Act* and this Regulation. O. Reg. 311/62, s. 6.

#### TRANSFER OF LICENCES

7.—(1) The chief inspector shall not transfer a licence,

- (a) while it is suspended;
- (b) with respect to which he reasonably believes that there exists any of the conditions prescribed in clause *a*, *b* or *c* of section 8; or
- (c) where the applicant for transfer is in arrears in paying any fee, expense or special fee, for which he is liable under the Act or this Regulation.

(2) Subject to subsection 1, a licence may be transferred if,

- (a) the chief inspector has received from the applicant for transfer an application in Form 4 and the fee prescribed in the Table; and
- (b) the chief inspector has no reason to believe that the construction hoist for which the licence was granted,
  - (i) does not comply with the Act and this Regulation, or
  - (ii) is likely to be operated in an unsafe condition or manner after the transfer.

(3) An application for transfer of a licence shall be in Form 4. O. Reg. 311/62, s. 7.

8. A licence for a construction hoist may be suspended if,

- (a) the chief inspector reasonably believes that the construction hoist is being operated in contravention of the Act or of this Regulation;
- (b) a major alteration of the construction hoist has been commenced;
- (c) the user of the construction hoist has failed to comply with a notice or order of an inspector;

(d) the licensee is in arrears for more than fourteen days in paying any fee, expense or special fee, for which he is liable under the Act or this Regulation; or

(e) the user has failed to,

- (i) keep posted the rules of the chief inspector that fully inform his employees, and other employers and their employees on the building, structure or work of the safe procedures for the operation of his construction hoist, or
- (ii) exercise supervision over his employees, other employers and their employees to secure compliance with the Act and this Regulation. O. Reg. 311/62, s. 8.

9.—(1) Where the chief inspector suspends a licence, he shall forthwith serve upon the licensee a notice setting forth,

- (a) every condition under which the chief inspector suspended the licence;
- (b) the effective date on which the suspension commenced; and
- (c) a transcript of subsections 2 and 3,

and thereupon the licensee shall immediately return the licence to the chief inspector.

(2) Where the chief inspector has suspended a licence, it continues to be suspended until the chief inspector,

- (a) is satisfied that every condition for which the licence was suspended has been fully remedied; and
- (b) makes an order in writing discontinuing the suspension.

(3) The licensee is entitled to a true copy of the order discontinuing the suspension upon payment of the special fee prescribed therefor in the Table but, where the suspension has been due to the making of a major alteration to a construction hoist, and the user thereof has complied with the Act and this Regulation in respect of the major alteration, the true copy shall be furnished free of charge. O. Reg. 311/62, s. 9.

#### PART II

#### INSPECTORS

10.—(1) Qualifications for persons who may be appointed inspectors under section 3 of the Act or

who may make inspections under section 9 of the Act shall be those prescribed in this section.

(2) An applicant for appointment as an inspector shall,

- (a) be twenty-five years of age or more;
- (b) obtain a mark of not less than 60 per cent in such examinations as the Minister requires; and
- (c) produce proof,
  - (i) that he is an engineer, or
  - (ii) that he has had such training and experience in the design, construction, maintenance or inspection of construction hoists or similar devices as makes him competent to discharge his duties capably.

(3) Every municipal inspector who makes inspections under section 9 of the Act shall,

- (a) be twenty-five years of age or more; and
- (b) upon request, satisfy the chief inspector that his normal duties for his municipal council and his previous practical experience are such as reasonably ensure his recognizing an unsafe condition of a construction hoist and contraventions of the Act and this Regulation. O. Reg. 311/62, s. 10, *amended*.

### PART III

#### HOIST OPERATORS AND HOIST ATTENDANTS

11.—(1) The qualification for a hoist operator shall be,

- (a) that, when required under section 24 of the Act, he is the holder of a current certificate of qualification to operate a hoisting plant under *The Operating Engineers Act*;
- (b) that, when a certificate of qualification is not required under *The Operating Engineers Act*, he has had such experience in operating a construction hoist as enables him,

- (i) to appreciate all dangers connected therewith, and

- (ii) to operate it safely,

with respect to all persons using it or to materials being carried on it; and

- (c) that he has attained the age of nineteen years.

(2) A person learning to be a hoist operator who has attained the age of nineteen years may obtain the necessary experience to qualify under subsection 1 only under the personal supervision of an experienced hoist operator who shall be present at all times and ready, to take over until the person has obtained enough experience to operate the hoist safely.

(3) A hoist operator shall,

- (a) be solely responsible for the safe operation of a hoisting machine that cannot be directly controlled from the hoist car or landings;
- (b) not raise or lower the car when a landing or car gate is in the open position;
- (c) satisfy himself each day that the hoist is in a safe operating condition before operating it on that day; and
- (d) not leave the hoisting machine unattended without taking measures to prevent the unauthorized use of the hoist.

(4) The qualifications for a hoist attendant shall be,

- (a) that he has had such experience in attending a construction hoist as will enable him,
  - (i) to appreciate all dangers connected therewith, and
  - (ii) to control it safely,

with respect to all persons using it or to any materials being carried on it; and

- (b) that he has attained the age of nineteen years.

(5) A person learning to be a hoist attendant who has attained the age of nineteen years may obtain the necessary experience to qualify under subsection 4 only under the personal supervision of an experienced hoist attendant who shall be present at all times and ready to take over until the person has obtained enough experience to attend the hoist safely.

(6) A hoist attendant shall,

- (a) be stationed,
  - (i) when required under Part XIV, in the car of a workmen's hoist while carrying workmen, and
  - (ii) at a landing of a hoist while materials are being loaded or unloaded at the landing;



- (b) ensure that persons and materials move with safety from or to a hoist car at a landing under his supervision;
- (c) ensure that all gates or doors under his supervision are fully closed before the car is moved from a landing;
- (d) signal the hoist operator when a car may be moved safely; and
- (e) except for test purposes, not operate the hoist, knowing or having reason to believe that the maximum capacity is exceeded. O. Reg. 311/62, s. 11.

#### PART IV

##### DRAWINGS AND SPECIFICATIONS

12.—(1) A drawing submitted under the Act shall,

- (a) be on strong paper not wider than thirty-six inches;
- (b) be an original ink drawing or a clear print other than a photostat;
- (c) be prepared in accordance with good draughting practices; and
- (d) have on its face or endorsed on it a statement, signed in waterproof ink by the person submitting it, that the drawing is identical to all other corresponding drawings submitted with it.

(2) The top sheet of each set of drawings shall set forth the following details:

- 1. The name and address of the owner of the building or premises where the installation or major alteration is to be made.
- 2. Such information as will enable an inspector conveniently to locate that building or premises.
- 3. The name and address of the user of the hoist, if known at that time.
- 4. The name, address and qualifications of the person by whom the drawings were prepared.
- 5. Indication as to whether workmen or materials, or both, are to be lifted or lowered.
- 6. The maximum capacity of the construction hoist. O. Reg. 311/62, s. 12.

13. The specifications submitted under the Act that are not embodied on drawings shall bear on the

first page thereof a statement, signed in ink by the person submitting them, that all sets of specifications submitted at the same time are identical. O. Reg. 311/62, s. 13.

14. Specifications submitted under the Act that are not embodied in drawings shall,

- (a) be on good quality paper in sheets not larger than 8½ inches by fourteen inches;
- (b) be neatly printed or typewritten; and
- (c) set forth the same details as are required for drawings by subsection 2 of section 12. O. Reg. 311/62, s. 14.

15. In addition to the information required by sections 12, 13 and 14, drawings and specifications submitted under the Act shall furnish such further information as is necessary to comply with subsection 2 of section 11 of the Act. O. Reg. 311/62, s. 15.

16.—(1) Subject to subsection 2, a submission of drawings and specifications for approval under section 11 of the Act shall be in Form 5 and accompanied by the appropriate fees prescribed in the Table.

(2) A person submitting drawings and specifications may obtain additional approved sets thereof, without making an application in Form 5, upon submitting the additional set or sets and paying the appropriate fee prescribed in the Table. O. Reg. 311/62, s. 16.

#### PART V

##### INSTALLATIONS AND MAJOR ALTERATIONS

17.—(1) Not less than seventy-two hours before starting any work, other than excavation, on an installation or major alteration, the person making the installation or major alteration shall deliver to the chief inspector written notification of the day and the time he will so commence.

(2) Every installation or alteration of a workmen's hoist shall conform to the drawings and specifications thereof approved under section 11 of the Act. O. Reg. 311/62, s. 17.

#### PART VI

##### NOTICES AND MARKINGS

18.—(1) Subject to subsection 2, the user shall furnish and keep securely fastened and conspicuously displayed in the load-carrying unit of a construction hoist, or as close as possible to the load-carrying unit, a notice in the form of a metal plate setting forth in letters and numerals not less than two inches high,



- (a) the words "MAXIMUM CAPACITY";
- (b) the number of persons or the weight in pounds, as determined under this Regulation; and
- (c) the word "PERSONS" or the word "POUNDS" as the case may be.

(2) Where,

- (a) a maximum capacity of a construction hoist has been determined both in terms of persons and in terms of pounds; and
- (b) the licence for the construction hoist designates the maximum capacity both by the number of persons and the weight in pounds,

the notice shall include the alternative maximum capacities with the word "or" between the capacities.

(3) The user shall keep securely fastened and conspicuously displayed,

- (a) in the load-carrying unit of each construction hoist; or
- (b) on the machine of each construction hoist,

a notice in the form of a plate or label, when supplied by the Department, setting forth the installation number assigned by the Department to that construction hoist. O. Reg. 311/62, s. 18.

**19.—(1)** Where the licence for a construction hoist does not designate the maximum capacity in terms of persons, or persons and pounds, the user of the construction hoist shall furnish and display a notice, in a conspicuous place in the car or other load-carrying unit of the construction hoist, setting forth in letters not less than two inches high the words "NO PERSON SHALL RIDE ON THIS HOIST".

(2) The prohibition contained in the notice prescribed by subsection 1 applies to every person except a person engaged in the lubrication, repair, erection or maintenance of a construction hoist. O. Reg. 311/62, s. 19.

## PART VII

### CONDUCT OF PERSONS

**20.** No person shall conduct himself in or about a construction hoist in such manner as to impair the safe operation of the construction hoist or endanger the safety of,

- (a) himself or any other person; or
- (b) materials being transported,

in or about the construction hoist. O. Reg. 311/62, s. 20.

**21.—(1)** No person shall remove, displace, interfere with or damage any device installed in or about a construction hoist for its safe operation, except,

- (a) a person making an inspection under the Act; or
- (b) a user or his mechanic, for the purpose of making a test or repair.

(2) Where a safety-device has been removed, displaced, interfered with or damaged, whether under or in violation of subsection 1,

- (a) the construction hoist shall not be thereafter used or operated for any purpose other than inspection, testing or repair, until the safety-device has been restored to good working order; and
- (b) the user and,
  - (i) the person making the inspection, or
  - (ii) the user's mechanic making the test or repair,

as the case may be, shall take such steps as are necessary to prevent the construction hoist being entered, used or operated, except under clause a. O. Reg. 311/62, s. 21.

## PART VIII

### FEES

#### 22. In this Part,

- (a) "living expenses" means reasonable charges for sleeping accommodation and meals for an inspector while he is on duty away from his home;
- (b) "travelling expenses" means reasonable charges for transportation between,
  - (i) the place where the inspection is made, and
  - (ii) the place where the next inspection is to be made or, where the inspector has his office, as the case may be. O. Reg. 311/62, s. 22.

**23.** The fees to be paid by a user on inspections by inspectors under section 13 of the Act are those prescribed in the Table. O. Reg. 311/62, s. 23.

**24.—(1)** Where an inspection of a construction hoist is made,

- (a) by an inspector;
- (b) by a person employed under subsection 2 of section 3 of the Act; or
- (c) by an inspector or a person referred to in clause *a* or *b* and who makes the inspection at the request of the user for the purpose of,
  - (i) obtaining the grant or transfer of a licence for that construction hoist,
  - (ii) effectuating discontinuance of suspension of a licence, or
  - (iii) any other object,

the user shall pay the appropriate special fee prescribed in the Table, as the case may be.

(2) Where,

- (a) an inspection is made under any of the circumstances prescribed in subsection 1, but the construction hoist is not in such a condition as to justify the person who makes the inspection recommending the grant, transfer or discontinuance of the suspension, as the case may be, of the licence; and
- (b) the user requests further inspection of the construction hoist,

the user shall pay, for each subsequent inspection made at his request, special fees equal to those prescribed under subsection 1, according to the circumstances.

(3) Where an inspection is unduly delayed or prolonged by reason of the user failing to comply with a notice under section 8 of the Act or a notice given by a municipal inspector under section 9 of the Act, the user shall pay the additional special fee prescribed in the Table.

(4) Before an inspection is made by an inspector in any of the circumstances prescribed in subsection 2 or 3, the user shall pay the travelling expenses and living expenses, if any, of the inspector, necessarily incurred in making the inspection. O. Reg. 311/62, s. 24.

**25.** Where the chief inspector is satisfied that a licence for a construction hoist or a notice in the form of a plate or label furnished by the Department has been lost or mislaid or is so damaged as to be unusable, he may supply a duplicate or replacement of the licence or notice to the licensee or user, as the case may be, upon payment of the appropriate special fee prescribed in the Table. O. Reg. 311/62, s. 25.

**26.** The fees and special fees to be paid under the Act are those prescribed in the Table. O. Reg. 311/62, s. 26.

## PART IX

### DESIGN, CONSTRUCTION AND MAINTENANCE

**27.** Every construction hoist and all equipment used in connection therewith shall be so designed, constructed and maintained that, while carrying its maximum capacity or less,

- (a) it will at all times ensure the safety of persons being carried on it or being near it; and
- (b) it will not travel beyond or deviate from the safe limits of its fixed position or proper line of travel, as the case may be. O. Reg. 311/62, s. 27.

## PART X

### MATERIALS HOISTS

**28.** The machine area shall be,

- (a) provided with an unperforated and substantial top to protect the operator and machine against falling objects and the overhead protection shall provide at least six feet eight inches clearance above the floor level;
- (b) enclosed on all sides with walls or guard rails to a height of three feet six inches or more;
- (c) large enough to provide reasonable clearances for the safe operation and maintenance of all equipment located therein;
- (d) located to provide the hoist operator with the maximum practicable view of the tower; and
- (e) adequately lighted. O. Reg. 311/62, s. 28.

**29.** The machine shall be,

- (a) capable of safely lifting the car and its maximum allowable load simultaneously at rated speed;
- (b) equipped with a brake that will stop and sustain the car in any position when loaded to 150 per cent of its maximum capacity;
- (c) if driven by electric power, so arranged that the brake will be applied automatically in case of power failure;
- (d) when the hoisting drum is of the free-running type, equipped with a substantial pawl or equivalent device that will sustain



the car at any position in the hoistway when loaded to its maximum capacity;

- (e) securely fastened to its foundation to prevent it being moved from its fixed position;
- (f) when powered by an internal-combustion engine, arranged so as to discharge the exhaust vertically to the outdoors;
- (g) guarded where necessary to prevent injury to persons from gearing, shafting and other hazardous equipment;
- (h) equipped with a device to indicate the position of the car in the hoistway to the hoist operator where he does not have a clear view of the hoistway; and
- (i) equipped with a drum having flanges. O. Reg. 311/62, s. 29.

**30.** The horsepower rating of the machine shall be legibly shown on the power unit. O. Reg. 311/62, s. 30.

**31.** The main overhead beams at the top of the tower and the immediate members supporting the beams shall,

- (a) be of steel;
- (b) safely support the loads likely to be imposed thereon, including,
  - (i) twice the maximum load of the cables suspended from the overhead beams, and
  - (ii) the weight of the overhead beams and machinery thereon; and
- (c) be rigidly and safely supported at each end. O. Reg. 311/62, s. 31.

**32.—(1)** A hoist tower shall,

- (a) be of steel;
- (b) safely support the loads likely to be imposed upon it, including,
  - (i) twice the maximum static load suspended from the overhead beams,
  - (ii) any loads due to a hoist boom or concrete bucket chute,
  - (iii) the weight of the tower, and
  - (iv) loads due to wind and ice;

- (c) be supported upon a safe, firm, level foundation such that the tower will remain in vertical alignment and the bearing capacity of the soil will not be exceeded by the maximum load from the tower, the hoist and its load;
- (d) extend above the top landing so that, when the car is at the top landing, ten feet of overhead clearance will be provided from the top-most part of the car to the lowest part of the tower or machinery over the hoistway;
- (e) not be located wholly or partially in front of an entrance to a building;
- (f) be plumb;
- (g) be securely braced or guyed to the building or to other adequate anchorage at vertical spacings of not over forty feet; and
- (h) have each guy wire of steel, a quarter of an inch or larger in diameter, securely attached at each end with cable clips, and with a turnbuckle to adjust its length.

(2) Where part of a building or structure is used for a hoist foundation, it shall be constructed or reinforced to withstand any load that is likely to be placed upon it, and any space beneath a hoist foundation shall be enclosed to prevent any person from entering therein.

(3) Safe means of access to the overhead sheaves shall be provided by a ladder from the highest landing of the tower.

(4) In the assembling of the segments of steel hoist towers, connections shall be made with bolts, pins or special devices to prevent the connections from accidentally disengaging. O. Reg. 311/62, s. 32.

**33.—(1)** A hoistway shall be fully enclosed, except at the landing entrances,

- (a) on sides not facing car entrances at the lowest landing to a height of at least six feet; and
- (b) on sides facing car entrances, from the top of each landing opening to the underside of the next landing above or to the top of the hoistway, with No. 16 gauge wire mesh rejecting a ball one and a half inches in diameter and the mesh shall be securely fastened to the tower.

(2) The enclosure described in clause *b* of subsection 1 may be omitted where the car is equipped on its entrance sides with a gate of the vertically-sliding or horizontal-swinging type,



- (a) extending from within two inches of the car floor to a height of sixty inches;
- (b) consisting of a metal frame and No. 16 gauge wire mesh that rejects a ball one and a half inches in diameter; and
- (c) equipped with a positive locking device.

(3) A hoistway within a building shall be fully enclosed, except at landing entrances, with No. 16 gauge wire mesh rejecting a ball one and a half inches in diameter or with substantial building materials having equivalent strength and openings. O. Reg. 311/62, s. 33.

**34.—(1)** A substantial gate shall be provided at each entrance to a hoistway and shall,

- (a) extend from within two inches of floor level to a height of six feet;
- (b) be of the vertically-lifting or horizontally-sliding type, or one-section horizontally-swinging type;
- (c) not be of the vertically-collapsible type;
- (d) reject a ball one and a half inches in diameter;
- (e) be located within eight inches of the edge of the car platform; and
- (f) provide minimum headroom clearance of six feet six inches when in the open position.

(2) A counterweight for a gate shall be so enclosed that it will be retained if its means of suspension fails.

(3) Each gate shall be equipped with a mechanical latch to keep the gate in the closed position. O. Reg. 311/62, s. 34.

**35.** A substantial landing platform shall be provided at each entrance to the hoistway and shall,

- (a) be securely fastened and safely supported at each end; and
- (b) be equal in width to the hoistway entrance and have, except at the lowest landing, for at least five feet to each side, a guard railing forty-two inches in height and a toeboard five inches in height, with the space between the railing and the toeboard being filled in completely and securely with No. 16 gauge wire mesh that rejects a ball one and a half inches in diameter, or equal enclosure. O. Reg. 311/62, s. 35.

**36.—(1)** The car shall,

- (a) be designed using a factor of safety of five, based upon static loads and ultimate stresses of the materials;
- (b) safely support at least fifty or more pounds per square foot of car floor area;
- (c) operate in steel guides that will safely withstand, without permanent deformation or damage, the application of the safety device prescribed in clause *e* if the means of suspension fails;
- (d) be equipped with substantial guide shoes or rollers adjusted to provide only the necessary running clearance between the shoes and the guide rails;
- (e) be equipped with a safety device that will stop and sustain the car when loaded to its maximum capacity if the means of suspension fails;
- (f) be located so that the clearance between the car platform and a landing sill is not less than three-quarters of an inch nor more than two inches;
- (g) be enclosed on each non-entrance side with a toeboard five inches in height and with No. 16 gauge wire mesh extending at least six feet in height above the car floor and rejecting a ball one and a half inches in diameter or shall be enclosed with substantial solid material; and
- (h) have a substantial top, part of which may be hinged, composed of No. 10 gauge wire mesh rejecting a ball one and a half inches in diameter or composed of solid material of equivalent strength.

(2) Where a wheelbarrow or other rolling equipment is to be transported, restraining cleats or blocks shall be provided on the car platform. O. Reg. 311/62, s. 36.

**37.—(1)** The hoisting cable or cables shall,

- (a) safely support the maximum static load to be imposed upon it without exceeding the ultimate breaking strength of the cable divided by the factor of safety for a construction hoist cable as set forth in the Table in subsection 2 of section 3.
- (b) be composed of not less than six strands of nineteen wires each of plow or better grade of steel;
- (c) be not less than half an inch in diameter;

- (d) be securely anchored at each end by tapered babbitted sockets or clips;
  - (e) have at least three turns of cable remaining on the drum when the car has reached its lower extreme limit of travel;
  - (f) not encircle or be supported or guided by a sheave or drum whose diameter is less than twenty-four times the cable diameter; and
  - (g) not be spliced.
- (2) Where clips are used to fasten the cable,
- (a) the cable shall be bent around a heart-shaped thimble or similar device;
  - (b) three or more clips shall be used;
  - (c) the clip spacing shall equal six times the cable diameter; and
  - (d) the U side of each clip shall be placed on the dead end of the cable.
- (3) No cable shall be used where more than 10 per cent of the total number of wires in any one lay of the cable are broken or where visual inspection shows signs of severe wear, corrosion, kinks or other possible cause of cable failure.
- (4) Preformed cable shall not be used unless it is identified by an attached metal tag.
- (5) Where an inspector finds that a cable or wire rope is not made of readily-identifiable steel, the cable or wire rope shall be deemed to have an ultimate strength not greater than that of an iron rope or cable of the same size, type and condition. O. Reg. 311/62, s. 37.

38.—(1) Electrical or mechanical means of signalling the hoist operator shall be provided at each landing,

- (a) where the travel of the car is more than thirty-five feet; and
- (b) where the hoist operator does not have a clear view of the landing.

(2) The following code shall be used to give signals to a hoist operator:

1 signal—Stop car if in motion.

1 signal—Hoist car if not in motion.

2 signals—Lower car.

\*3 signals—Workmen will be on car, operate very carefully.

\*(This signal to be given before workman enters the car).

(3) Each landing gate shall be equipped with an electric contact switch that will turn on a light to indicate to the hoist operator when the gate is fully closed. O. Reg. 311/62, s. 38.

39.—(1) The pit shall be deep enough to allow the car platform or bucket to descend to the proper level required for smooth loading and unloading at the lowest landing.

(2) The machine area, tower landings and pit shall be kept free of building materials, debris and equipment not required for the hoist.

(3) Flammable fuel shall be dispensed in safety containers and stored away from the hoist. O. Reg. 311/62, s. 39.

## PART XI

### WORKMEN'S HOISTS

40. Part X, except for,

- (a) clause *d* of section 28;
- (b) clauses *b* and *d* of section 29;
- (c) clause *d* of subsection 1 of section 32;
- (d) clause *e* of subsection 1 of section 34;
- (e) clause *e* of subsection 1 of section 36;
- (f) clause *a* of subsection 1 of section 37; and
- (g) subsection 1 of section 39,

applies to workmen's hoists. O. Reg. 311/62, s. 40.

41. In every workmen's hoist,

- (a) two or more hoisting cables shall be used to hoist the car;
- (b) the hoisting cable shall safely support the maximum static load to be imposed upon it without exceeding the ultimate breaking strength of the cable divided by the factor of safety for a workmen's hoist cable as set forth in the Table in subsection 2 of section 3;
- (c) the car shall be equipped with a safety device that will stop and sustain the car when loaded to its maximum capacity if the means of suspension should fail, and that is operated by an overspeed governor;



- (d) a gate, at least six feet in height, shall be provided at each entrance to the car, and the gate shall,
  - (i) not be of the vertically-collapsible type,
  - (ii) reject a ball two inches in diameter, except that a horizontally-collapsible gate shall reject a ball three and one-half inches in diameter, and
  - (iii) be provided with an electrical contact switch or a mechanical-locking device;
- (e) the power unit shall drive the hoisting drum when the car is being lowered and raised and no mechanism for disconnecting the hoisting drum from the power unit shall be available to any person;
- (f) control of the movement of the car shall be by a car-switch or a push-button located in the car with or without a push-button at each landing;
- (g) the machine shall be equipped with a mechanically-applied, electrically-released brake that will stop and sustain the car, in any position, when loaded to 150 per cent of its maximum capacity;
- (h) each hoistway door or gate shall,
  - (i) be located within four inches of the hoistway edge of the sill, and
  - (ii) be equipped with an electro-mechanical interlock, unless a means is provided to lock the door or gate mechanically so that it cannot be opened from the landing side, but at the lowest terminal landing means of unlocking the door or gate from the landing side shall be provided;
- (i) the distance between the car crosshead and the nearest obstruction vertically above it shall be at least twenty-four inches when the counterweight has fully compressed its buffer, or, if there is no counterweight, when the car has been stopped by the upper final limit switch;
- (j) the distance between the underside of the car platform frame and the pit floor shall be at least twenty-four inches, when the car rests on the fully compressed buffers or on the bumpers;
- (k) terminal and final limit switches shall be provided at the top and the bottom of the hoistway;

- (l) buffers shall be provided in the pit;
- (m) a counterweight guard shall be provided at the bottom of the hoistway; and
- (n) where the hoist is of the winding drum type, a slack cable device, a reverse phase relay and a stop motion switch shall be provided. O. Reg. 311/62, s. 41.

## PART XII

### CONCRETE BUCKET HOISTS

42.—(1) Part X, where applicable, except clause e of subsection 1 of section 36, applies to concrete bucket hoists.

(2) Every hopper and chute of a concrete bucket hoist shall be substantially constructed, safely supported and designed to permit the easy flow of the concrete by gravity.

(3) No person shall ride in a concrete bucket. O. Reg. 311/62, s. 42.

## PART XIII

### TOWER BOOMS

43.—(1) The bottom fastening of a boom to the tower shall be located at a level where guy cables are fastened at horizontal girts, and the upper fastening for the boom shall be located at a distance not less than one-half the length of the boom above its bottom fastening and at a level where guy cables are fastened at horizontal girts.

(2) The boom and its associated equipment shall be of a safe design and construction and operated in a safe manner.

(3) A competent person shall be in charge of the operation of the boom. O. Reg. 311/62, s. 43.

## PART XIV

### USE, OPERATION AND MAINTENANCE

44.—(1) The user of a construction hoist shall make or cause to be made inspections and tests of the hoist before it is used and periodically thereafter sufficient to ensure that he is kept fully informed of its condition.

(2) No person shall use or operate or permit to be used or operated any construction hoist unless every plate, label and notice prescribed by sections 18 and 19 is maintained in such location and condition as to be at all times clearly legible.

(3) Every landing gate shall be kept in the closed position except when the car is being loaded or unloaded.



(4) Except when the movement of the car of a workmen's hoist can be controlled from every landing and from the car, there shall be an attendant in the car when a workman is being raised or lowered.

(5) No workman shall be permitted or permit himself to be transported on a workmen's hoist while material, other than hand-tools and similar small objects, is being transported. O. Reg. 311/62, s. 44.

Form 1

*The Construction Hoists Act*

APPLICATION FOR INSTALLATION OF CONSTRUCTION HOIST

To: The Chief Inspector,  
Elevator Inspection Branch,  
Department of Labour.

Under *The Construction Hoists Act* and the regulations,.....  
(print name of applicant)  
..... as .....  
(street address or lot and concession) (municipality) (specify "user", "contractor", "agent", "supplier" or  
..... applies for permission to erect a construction hoist at .....  
otherwise \*1) (street address or lot and concession)  
..... for lifting and lowering. ....  
(municipality) (specify "materials" or "workmen" or both \*2)  
User of the hoist will be .....  
(print name of user) (street address or lot and concession) (municipality)  
Type of tower. .... Material. ....  
(Specify "single" or "double") (Specify "tubular steel" or otherwise)  
Height ..... feet. Capacity of each hoist ..... pounds or ..... persons.  
Tower equipped with boom ..... Tower located ..... building.  
(Specify "inside" or "outside")  
Type of foundation ..... Pit depth ..... inches.  
(Specify "timber" or "concrete")  
Tower will be braced by ..... at maximum vertical spacing of  
(Specify "guy wires", "braces to building" or both)  
..... feet. Hoist Machine, type of power ..... Rated h.p. ....  
(Specify "gasoline", "electric", or other)  
Signals to operator will be .....  
(Specify "manual", "lights", "inter-com" or "phone")  
Hoist will be ready for inspection ..... 19 .....  
(Specify time and date \*3)  
Dated at ..... the ..... day of ..... 19 ...  
.....  
(name of applicant)  
By .....  
(signature)  
.....  
(official capacity)

NOTES:

- \*1 Clause *m* of section 1 of the Act reads as follows:  
  
(*m*) "user" means the person in charge of a construction hoist as owner, lessee or otherwise, but does not include an operator or attendant as such.
- \*2. Subsection 1 of section 11 and section 12 of the Act read as follows:  
  
11.—(1) No person shall commence an installation or major alteration of a construction hoist for hoisting or lowering workmen until the drawings and specifications thereof have been approved in writing by an engineer of the Department.  
  
12. No person shall commence an installation or major alteration of a construction hoist for hoisting or lowering materials until he has obtained permission in writing from the chief inspector.
- \*3 This application, with all blanks filled in, shall be given to the Chief Inspector, Elevator Inspection Branch, Department of Labour, not less than 72 hours before commencing installation or alteration of a construction hoist. O. Reg. 311/62, Form 1.

Form 2

*The Construction Hoists Act*

APPLICATION FOR GRANTING OR RENEWAL OF LICENCE  
FOR CONSTRUCTION HOIST

To: The Chief Inspector,  
Elevator Inspection Branch,  
Department of Labour.

Under *The Construction Hoists Act*, and the regulations,.....  
(print name of applicant)

.....as .....  
(street address or lot and number) (municipality) (Specify "user", "contractor", "agent", or otherwise \*1)

applies for the.....of a licence to operate (\*2) a construction hoist, hereinafter  
(Specify "grant" or "renewal")

called the Installation, which is located at.....  
(street address or lot and concession) (municipality)

for lifting or lowering.....by the user (\*1)  
(Specify "materials" or "workmen", or both)

.....  
(name of user) (street address or lot and concession) (municipality)

for one year beginning.....19...., and makes the following statements:

1. The premises on which this Installation is located are owned by:  
  
.....  
(name) (postal address)

2. The inside dimensions of the car are as follows:  
  
i. length.....inches    ii. width.....inches    iii. clear height.....inches

3. The maximum capacity of this Installation is.....pounds, or.....persons, including a car attendant (if required).

4. To the best of my knowledge and belief this Installation is in a safe condition to be operated.
5. Herewith remittance of \$..... for the licence fee and \$..... for one inspection fee.

Dated the.....day of....., 19.....

.....  
 (name of applicant)  
 By .....  
 (signature)  
 .....  
 (official capacity)

**\*1 Clause *m* of section 1 of the Act reads as follows:**

(*m*) "user" means the person in charge of a construction hoist as owner, lessee or otherwise, but does not include an operator or attendant as such.

**\*2 Section 20 of the Act reads as follows:**

20. No user of a construction hoist shall operate it or cause or permit it to be operated unless it is licensed. O. Reg. 311/62, Form 2.

**Form 3**

*The Construction Hoists Act*

LICENCE FOR CONSTRUCTION HOIST

19.....

Licence No.....

Under *The Construction Hoists Act* and the regulations, and subject to the limitations thereof, this licence is granted to.....of.....  
 (user)

to operate, or cause or permit to be operated, a.....now installed at.....  
 designated as Installation No.....and the maximum capacity thereof is designated as.....pounds,  
 or.....persons, including the attendant.

This licence is valid for the twelve months beginning....., 19....unless sooner suspended or revoked.

Granted at Toronto, the.....day of....., 19.....

.....  
 (Chief Inspector)  
 O. Reg. 311/62, Form 3.

**Form 4**

*The Construction Hoists Act*

APPLICATION FOR TRANSFER OF LICENCE

To: The Chief Inspector,  
 Elevator Inspection Branch,  
 Department of Labour.

Under *The Construction Hoists Act* and the regulations,.....  
 (print name of applicant)



.....as.....  
(postal address) (Specify "user", "contractor", "agent", or otherwise \*1)

applies for transfer of licence No.....granted to.....  
(name of licensee)

.....  
(address of licensee)

to operate a.....known as Installation No.....installed at  
(Specify "materials hoist" or "workmen's hoist")

.....and makes the following statements:  
(number and street) (municipality)

1. This applicant became user (\*1) in place of the above-named licensee on.....as a result of  
(date)

.....  
("change of ownership", "change of contractors" or as the case may be)

2. To the best of my knowledge and belief,

- (a) the maximum capacity of this installation is.....pounds, or.....persons, including the attendant; and
- (b) this installation is in a safe condition to be operated.

3. Herewith remittance of \$.....for the transfer fee.

Dated at....., the.....day of....., 19.....

.....  
(name of applicant)  
By.....  
(signature)  
.....  
(official capacity)

\*1 Clause *m* of section 1 of the Act reads as follows:  
(*m*) "user" means the person in charge of a construction hoist as owner, lessee or otherwise, but does not include an operator or attendant as such. O. Reg. 311/62, Form 4.

Form 5

*The Construction Hoists Act*

SUBMISSION OF DRAWINGS AND SPECIFICATIONS FOR APPROVAL

To: The Engineer,  
Elevator Inspection Branch,  
Department of Labour.

Under *The Construction Hoists Act* and the regulations, the undersigned, as.....  
(Specify "owner",

....., submits herewith in triplicate, for approval under  
“user”, “contractor”, “engineer”, or as the case may be \*1)

section 11 of the Act, the drawings and specifications of a .....  
(Specify “new installation” or “major alteration”)

of a construction hoist for lifting or lowering .....  
(Specify “workmen” or “materials”, or both)

at ..... Those premises are at present owned by  
(street address, or lot and concession) (municipality)

.....  
(name) ..... (postal address)

The installation of the hoist on the premises will be made by .....  
(name)

.....  
(postal address)

The drawings and specifications of the hoist were prepared by .....  
(name)

..... as .....  
(postal address) (Specify “engineer”, “contractor” or “user”)

Herewith remittance of \$ ..... for the fees for the examination of the drawings and specifications.

Dated at ..... the ..... day of ..... 19.....

.....  
(official name of submitter) (postal address)

By .....  
(signature)

.....  
(official capacity)

NOTE: This form with all blanks filled, together with the drawings and specifications (in triplicate) and the fees should be sent or delivered to the Engineer, Elevator Inspection Branch, Department of Labour.

\*1 Clause *m* of section 1 of the Act reads as follows:

(*m*) “user” means the person in charge of a construction hoist as owner, lessee or otherwise, but does not include an operator or attendant as such.

TABLE  
PRESCRIBED FEES

Item	Nature of Fee or Circumstance	Amount
1	Grant or renewal of a licence for,	\$
	(a) a workmen's hoist . . . . .	10
	(b) a materials hoist . . . . .	10
2	Transfer of a licence . . . . .	5
3	For a true copy of order discontinuing suspension of a licence . .	5
4	Upon submission of drawings and specifications of,	
	(a) a workmen's hoist . . . . .	25
	(b) a materials hoist . . . . .	25
5	Approval of additional sets of drawings and specifications, for each additional set . . . . .	10
6	First, semi-annual or special inspection of,	
	(a) a workmen's hoist serving,	
	(i) ten floors or less . . . . .	20
	(ii) more than ten floors, for each floor in excess of ten, an additional . . . . .	2
	(b) a materials hoist serving,	
	(i) twelve floors or less . . . . .	20
	(ii) more than twelve floors, for each floor in excess of twelve, an additional . . . . .	2
7	Additional special fee for unduly delaying or prolonging an inspection for,	
	(a) a period of time not exceeding two hours . . . . .	15
	(b) each hour in excess of two, an additional . . . . .	8
8	Special fees for a duplicate of a lost, mislaid or damaged,	
	(a) licence . . . . .	8
	(b) notice in form of a label or plate . . . . .	5





## REGULATION 127

### under The Construction Safety Act

#### GENERAL

#### INTERPRETATION

#### 1. In this Regulation,

- (a) "boatswain's chair" means a scaffold that is,
  - (i) supported by slings attached to a rope,
  - (ii) suspended from an overhead support or supports, and
  - (iii) used by one workman in a sitting position;
- (b) "boom of a crane" means the projecting part of a crane from which the load is supported;
- (c) "employer" means a person who has in his service one or more workmen and includes a person who is self-employed;
- (d) "excavation" means an excavation that is not a trench as defined in *The Trench Excavators' Protection Act*;
- (e) "extension trestle ladder" means a combination of a trestle ladder and a vertically-adjustable single ladder, with suitable means for securely locking the ladders together;
- (f) "falsework" means the structural supports and bracing for forms;
- (g) "form" or "formwork" means the mould into which concrete is placed;
- (h) "frame capacity" means the load,
  - (i) established by a professional engineer for a structural system of tubular metal frames for the particular method of loading based on the test loading of the tubular metal frames and their accessories, and
  - (ii) that does not exceed one-third of the failure load when a frame is tested by loading axially through the corner posts;
- (i) "framed structure" means a structure designed to act as a unit composed of members so connected to one another that a load applied to any member of it may alter the stresses induced in the other members and includes a truss, a tubular metal frame and a column where the effective length is dependent upon the provision of lateral restraints between the ends of the column;
- (j) "ladder jack" means a device attached to a ladder used to support a scaffold;
- (k) "lifejacket" means a lifejacket stamped or labelled and approved by the Department of Transport, Canada, for a body weight of more than ninety pounds;
- (l) "life net" means a net of adequate strength so placed and supported to catch safely any workman who may fall into it;
- (m) "means of egress" means a way or ladder leading to an exit from a building, structure or excavation;
- (n) "outrigger scaffold" means a scaffold that is supported by rigid members cantilevered out from the structure to which the rigid members are anchored;
- (o) "person" includes a corporation or partnership;
- (p) "professional engineer" means a person registered as a professional engineer under *The Professional Engineers Act* or a person who is licensed to practise as a professional engineer under *The Professional Engineers Act*;
- (q) "safety belt" means a combination of,
  - (i) a belt worn around the waist of a workman,
  - (ii) all necessary fittings, and
  - (iii) a lanyard attached to the belt;
- (r) "safety harness" means a combination of,
  - (i) a belt worn round the waist of a workman, and
  - (ii) straps attached to the belt that pass over his shoulders with the necessary fittings and a length of rope,

suitable for raising the workman by the rope without permitting the body of the workman to bend at the waist;

- (s) "trench" means a trench as defined in *The Trench Excavators' Protection Act*;
- (t) "trestle ladder" means a self-supporting portable ladder, non-adjustable in length and consisting of two sections hinged together at the top of each section so as to form equal angles with the base;
- (u) "vehicle" includes a motor vehicle, trailer, traction engine, tractor, road-building machine and any vehicle drawn, propelled or driven by any kind of power;
- (v) "workman" means any person who is on a project for any purpose in connection therewith. O. Reg. 269/69, s. 1.

#### QUALIFICATIONS OF INSPECTORS

2.—(1) A person is qualified to be appointed an inspector under the Act if he,

- (a) is over twenty-five years of age;
- (b) subject to subsection 2, has had experience for a period of at least four years,
  - (i) in making safety inspections for workmen engaged in the construction or alteration of buildings and structures,
  - (ii) in making inspections of buildings or other structures during their construction or alteration, or
  - (iii) in supervising construction or alteration of buildings or other structures,
- or any combination thereof; and
- (c) is familiar with the provisions of the Act and this Regulation.

(2) The period of experience under clause *b* of subsection 1 is two years for a professional engineer. O. Reg. 269/69, s. 2.

#### ALTERNATIVE METHODS AND MATERIALS

3.—(1) In applying this Regulation,

- (a) the composition of material of an object; and
- (b) the size and arrangement of material of an object,

may vary from that prescribed in this Regulation, but only if the strength of the object and the safety of its use by workmen are equal to or greater than the strength and safety prescribed.

(2) In applying subsection 1, where a conflict arises as to whether,

- (a) the variation;
- (b) the composition of material of the object; or
- (c) the size and arrangement of material of the object,

is equal to or greater than that prescribed, the opinion of an inspector, subject to subsection 3, shall govern.

(3) Where the opinion of an inspector given under subsection 2 is disputed, the chief officer may confirm or alter the opinion. O. Reg. 269/69, s. 3.

#### GENERAL RESPONSIBILITIES

4. Every person with authority over a workman shall ensure that the workman shall work in the manner and with the safeguards prescribed by this Regulation. O. Reg. 269/69, s. 4.

5.—(1) Every employer shall appoint one or more competent persons to exercise direction and control over workmen employed by the employer on each shift and one such person may be the employer.

(2) The person or persons appointed under subsection 1, or the employer himself, shall advise the workmen under his or their direction and control of any potential hazard in connection with the work to be done by the workmen. O. Reg. 269/69, s. 5.

6. Every constructor shall, prior to commencing work and during the continuance of work on a project,

- (a) provide and maintain in good condition, in a location readily accessible to the workmen, a copy of the Act and this Regulation; and
- (b) affix and maintain in good condition at the entrance to the project or at another location readily available to the workmen,

- (i) such notice of the provisions of the Act and this Regulation in one or more languages as will enable workmen to be acquainted with their rights, responsibilities and duties under the Act and this Regulation,



- (ii) a notice giving the business name, address and telephone number of his head office or principal place of business in Ontario, and
- (iii) a notice of the name, address and telephone number of the inspector enforcing the Act and this Regulation on the project. O. Reg. 269/69, s. 6.

7. A workman, having knowledge of the existence of an unsafe device, equipment or condition or of the lack of a safeguard prescribed by this Regulation, shall report the existence of the unsafe device, equipment or condition or the lack of a safeguard, as the case may be, as soon as practicable to an inspector. O. Reg. 269/69, s. 7.

#### PUBLIC WAY PROTECTION

8.—(1) Subject to subsection 2, where a building or other structure being constructed, altered, repaired or demolished is located within seven feet of a sidewalk or other public way used by pedestrians, work shall not be commenced on the project until a covered way has been constructed over the sidewalk or public way.

(2) Subsection 1 does not apply to a project where the work to be done is totally enclosed or is at a distance of seven feet or more from the sidewalk or other public way used by pedestrians. O. Reg. 269/69, s. 8.

9. A covered way shall,

- (a) have a clear height of not less than eight feet;
- (b) have a clear width of at least five feet or be equal to the width of the sidewalk, whichever is the lesser;
- (c) be designed and constructed to support safely all loads that may reasonably be expected to be applied to it, but no covered way shall be designed or constructed that is not capable of supporting safely a load of at least fifty pounds per square foot;
- (d) have a weather-tight roof sloped toward the project;
- (e) be totally enclosed on the project side so that there is a reasonably smooth surface on the sidewalk side of that enclosure;
- (f) have a railing forty-two inches in height from ground level on the street side where the covered way is supported by posts on that side; and

- (g) be adequately lighted when the adjacent sidewalk or public way is lighted. O. Reg. 269/69, s. 9.

10. Where a pedestrian may be endangered while using a sidewalk or other public way, located seven feet or more from a building or other structure that is being constructed, altered, repaired or demolished, a substantially constructed fence or boarding at least six feet in height shall be constructed adjacent to the sidewalk or other public way. O. Reg. 269/69, s. 10.

#### TRAFFIC CONTROL

11. Where workmen may be endangered by vehicular traffic on,

- (a) a project on a street, highway or other public way; or
- (b) a roadway on a project,

safeguards for the workmen shall be provided consisting of one or more,

- (c) flagmen;
- (d) warning signs;
- (e) barriers;
- (f) lane control devices; or
- (g) flashing lights or flares,

as the circumstances reasonably require. O. Reg. 269/69, s. 11.

12. A flag used by a flagman for traffic control shall be,

- (a) red in colour;
- (b) at least eighteen inches in width and twenty inches in length;
- (c) mounted on a staff at least thirty-six inches in length with the longer side of the flag attached securely to the staff along the entire length of the flag; and
- (d) maintained in a clean and untorn condition. O. Reg. 269/69, s. 12.

13. A sign used by a flagman for traffic control shall be,

- (a) diamond in shape;
- (b) of material having the rigidity of plywood at least one-quarter of an inch thick;
- (c) eighteen inches by eighteen inches in dimensions and mounted at one corner on a pole of substantial construction and approximately four feet in length;

- (d) red in colour on one side with corner areas coloured black so that the red area forms a regular eight-sided figure, and with the word "STOP" in clearly distinguishable white letters six inches in height located in a central position on the sign;
- (e) yellow in colour on the other side, with the word "SLOW" in clearly distinguishable black letters six inches in height located in a central position on the sign; and
- (f) maintained in a clean condition. O. Reg. 269/69, s. 13.

14.—(1) A flagman who controls traffic shall wear,

- (a) a distinctive vest; or
- (b) a combination of sleeves that extend from above the elbow to the wrist, and a hat.

(2) The hat, vest and sleeves prescribed in subsection 1 shall be fluorescent and coloured either blaze orange or red. O. Reg. 269/69, s. 14.

15. The person exercising direction and control over the work shall ensure that a workman designated to act as a flagman,

- (a) is equipped as prescribed by section 14;
- (b) has received instruction as to the appropriate signals and a copy of written instructions, in a language that he can read, as to the appropriate signals for controlling traffic; and
- (c) shall control traffic by using either a flag or a sign. O. Reg. 269/69, s. 15.

#### GENERAL

16.—(1) During the construction, alteration, repair, dismantling, demolition or moving of a building or other structure, any part thereof shall be,

- (a) capable of supporting safely all loads to which it may be subjected; or
- (b) adequately braced, either permanently or temporarily, to support safely all loads to which it may be subjected.

(2) Bracing, supports or a temporary structure or any part thereof, shall be,

- (a) capable of supporting safely all loads to which it may be subjected; or
- (b) adequately braced, either permanently or temporarily, to support safely all loads to which it may be subjected. O. Reg. 269/69, s. 16.

17. All areas in which workmen are present and the means of access to and the means of egress from such areas shall be adequately lighted. O. Reg. 269/69, s. 17.

18.—(1) Subject to subsection 2, where an opening in any floor or other surface to which a workman has access is not protected by a guardrail, the opening shall be covered with securely fastened planks or other material capable of supporting fifty pounds per square foot or any greater load likely to be imposed thereon.

(2) Notwithstanding subsection 1, the planks or other material used as a covering may be removed temporarily while work is being done that cannot be done with the planks or other material installed. O. Reg. 269/69, s. 18.

19.—(1) Subject to subsection 2, during the construction of a building, temporary or permanent flooring shall,

- (a) be installed progressively so that flooring is provided prior to a workman being required to work in a position that is more than,
  - (i) two storeys above the flooring, or
  - (ii) three storeys above the flooring where the vertical distance between column splices exceeds two storeys;
- (b) where used as a working surface, extend over the whole area of the working surface except for any necessary opening that shall be protected by a guardrail;
- (c) consist of material providing strength sufficient to support the load likely to be applied and at least equal in strength to sound Number 1 Construction Grade Eastern Spruce planking two inches thick and ten inches in width and having a span of ten feet; and
- (d) be securely fastened to and supported on girders, beams or other structural members capable of safely supporting the load likely to be applied.

(2) Subsection 1 does not apply where the work is being done from a scaffold. O. Reg. 269/69, s. 19, *revised*.

20. Overhead protection consisting of material at least equal in strength to sound Number 1 Construction Grade Eastern Spruce planking two inches thick and ten inches in width and having a span of ten feet shall be provided,

- (a) at every means of access to and egress from a building or other structure during construction or demolition where there is a danger of material falling on a workman;



- (b) above a scaffold where there is a danger of material falling on a workman on that scaffold; and
- (c) above an area where a workman is required to be in a position directly below other work being done and there is a danger of material falling on the workman. O. Reg. 269/69, s. 20.

**21.—(1)** Signs to warn of hazards shall contain the word "DANGER" in lettering that is,

- (a) clearly distinguishable; and
- (b) at least six inches in height.

(2) Signs, sufficient in number to warn of the hazards in the circumstances, shall be posted in prominent locations,

- (a) where planks or other material used as a covering are removed temporarily as permitted by subsection 2 of section 18;
- (b) where a guardrail has been removed temporarily as permitted by subsection 4 of section 115;
- (c) adjacent to a hoisting area;
- (d) under a scaffold that is suspended; and
- (e) at the outlet from a chute. O. Reg. 269/69, s. 21.

#### DAMAGED STRUCTURES

**22.—(1)** Where a structure has been so damaged that the safety of a workman is likely to be endangered by the collapse of the structure or any part thereof,

- (a) the structure shall be braced and shored; or
- (b) other safeguards shall be provided,

to prevent injury to a workman, until the structure is demolished, dismantled or repaired.

(2) The bracing and shoring or other safeguards prescribed by subsection 1 shall be installed progressively to ensure the safety of the workmen installing the bracing and shoring or other safeguards. O. Reg. 269/69, s. 22.

#### ACCESS AND EGRESS FROM WORK AREAS

**23.** Where work is being performed on a project above or below ground level, adequate means of egress shall be provided from every excavation and from every floor, roof, platform or scaffold connected with the construction of a building or

structure or forming a part thereof so that all workmen can safely evacuate the excavation, building or structure in an emergency. O. Reg. 269/69, s. 23.

**24.—(1)** Subject to subsection 2, where work is being performed above or below ground level, means of access to and egress from every excavation, floor, roof, platform or scaffold shall be,

- (a) by a stairway, runway, ramp or ladder; and
- (b) maintained in a safe condition at all times.

(2) Subsection 1 does not apply to a suspended scaffold, where the means of access to and means of egress therefrom are provided by moving the suspended scaffold to a floor, roof or platform or to ground level. O. Reg. 269/69, s. 24.

**25.** Every means of access and means of egress prescribed by section 24 and every scaffold from which work is being performed shall be,

- (a) kept clear of obstructions;
- (b) kept clear of ice, snow or other slippery materials; and
- (c) sprinkled with sand or other suitable abrasive material when necessary to ensure firm footing. O. Reg. 269/69, s. 25.

**26.—(1)** Subject to subsection 3, where work on a building or other structure in which stairs are intended to form part of the permanent building or structure progresses to two storeys or thirty feet above the lowest floor level, whichever is the lesser, the means of egress shall be by permanent or temporary stairs that shall be,

- (a) provided from the lowest floor level to the uppermost working level, except where the stairs would interfere with work on the uppermost working level in which case stairs shall be provided to within two storeys or thirty feet vertically, whichever is the lesser, of the uppermost working level; and
- (b) continued as the height of the project is increased.

(2) Subject to subsections 3 and 4, where work is in progress on a building or other structure intended to be 100 feet or more in height and stairs are not intended to be part of the permanent building or structure, the means of egress shall be by temporary stairs that shall be,

- (a) provided for the entire height from the ground level to the uppermost working level, except where the stairs would interfere with work on the uppermost work-



ing level, in which case stairs shall be provided to within two storeys or thirty feet vertically, whichever is the lesser, of the uppermost working level; and

(b) continued as the height of the project is increased.

(3) Subsections 1 and 2 do not apply to the means of egress from a skeleton structure.

(4) Subsection 2 does not apply to a structure, including a chimney stack or pressure vessel, having a permanent ladder attached thereto before the structure is raised into position. O. Reg. 269/69, s. 26.

#### PERSONAL PROTECTIVE CLOTHING, EQUIPMENT AND DEVICES

**27.** Every employer shall require each workman in his employ to wear or use such personal protective clothing, equipment or device as is necessary for his protection from the particular hazards to which he is exposed. O. Reg. 269/69, s. 27.

**28.—(1)** Subject to subsection 3, every workman shall wear a safety hat.

(2) A safety hat shall,

(a) consist of a shell and suspension that when worn will adequately protect the head against impact and flying or falling particles; and

(b) have the dielectric strength to withstand 20,000 volts (phase to ground).

(3) Subsection 1 does not apply to a workman on that part of a project where, in the opinion of an inspector, the workman is not exposed to danger of injury to his head by falling or by falling material and the workman has a safety hat available for his personal use nearby. O. Reg. 269/69, s. 28.

**29.** No workman shall work where he is exposed to the hazard of eye injury,

(a) due to flying particles;

(b) from hazardous substances; or

(c) from harmful light or other rays,

unless he is protected by a screen, clear or coloured glasses or other suitable device appropriate in the circumstances and manufactured for the purpose of protecting the workman from that hazard. O. Reg. 269/69, s. 29.

**30.—(1)** Subject to subsection 3, every workman shall wear safety footwear.

(2) Safety footwear shall,

(a) consist of a shoe or boot made of material that when worn will adequately protect a workman against the particular hazard to which he is exposed; and

(b) have a box toe of a material that provides adequate protection for the workman's toes against injury by compression or impact.

(3) Subsection 1 does not apply to,

(a) an erector whose work includes the connecting of structural members of a skeleton structure;

(b) a workman working on a part of a project where he,

(i) is not exposed to the danger of injury to his toes from compression or impact, and

(ii) is wearing footwear made of a material that is adequate to protect him from the particular hazard to which he is exposed; or

(c) a workman who is wearing footwear that protects him from injury from the hazard of freezing temperatures. O. Reg. 269/69, s. 30.

**31.—(1)** No workman shall be present in an area where he is likely to be exposed to the hazard of injury from,

(a) noxious gases, liquids, fumes or dust; or

(b) lack of oxygen,

unless the workman is adequately protected from that hazard.

(2) No workman shall be present in an area where he is likely to be exposed to the hazard of injury from the contact of his skin with noxious gases, liquids, fumes or dust, unless the workman is protected by,

(a) wearing apparel; or

(b) skin cream that is suitable and manufactured for the purpose of protecting the workman from that hazard.

(3) No workman shall be present in an area where he is likely to be exposed to the hazard of injury from,

(a) inhaling noxious gases, fumes or dust; or

(b) lack of oxygen,

unless the workman is protected,

(c) by adequate mechanical ventilation; or

(d) by wearing respiratory equipment that is suitable and manufactured for the purpose of protecting the workman from that hazard. O. Reg. 269/69, s. 31, *revised*.

**32.—**(1) Subject to subsection 4, where a workman is exposed to the hazard of falling and the nearest surface to which he might fall is more than ten feet below the position where he is situated for the purpose of working, the workman shall wear a safety belt, adequately secured to,

(a) a fixed support; or

(b) a lifeline of manilla rope, five-eighths of an inch or more in diameter, that is securely fastened to the project.

(2) A safety belt shall,

(a) be suitable for the purposes for which the belt is used; and

(b) be of sufficient strength to absorb twice the load or energy that, under the circumstances of its use, may be transmitted to it.

(3) The safety belt and lifeline required by subsection 1, shall be arranged so that in the event that the workman falls he will be suspended by the lifeline and safety belt at a distance not more than five feet below the position where he was situated for the purpose of working immediately prior to his fall.

(4) Subsection 1 does not apply,

(a) to a workman who is,

(i) using a means of access or of egress, or

(ii) an erector, engaged in connecting structural members of a skeleton structure or gaining access thereto; or

(b) where a life net is installed that provides a workman with protection equal to that required by subsection 1. O. Reg. 269/69, s. 32.

**33.** Where a workman is exposed to the risk of drowning by falling into water that is of sufficient depth for a lifejacket to be effective, the workman shall wear a lifejacket. O. Reg. 269/69, s. 33.

**34.—**(1) Where a lifejacket is required under section 33, rescue equipment shall be provided in a suitable position on or near the project and, if practicable, shall consist of,

(a) a seaworthy boat equipped with,

(i) a ring buoy attached to fifty feet of manilla rope, three-eighths of an inch in diameter,

(ii) a boat hook, and

(iii) lifejackets adequate in number to provide one lifejacket for each of the two or more persons required to carry out a rescue operation with the boat; and

(b) where there is a current in the water, a line extending across the water and having attached to it floating objects capable of providing support for a person in the water.

(2) In locations where the water is likely to be rough or swift or a manually operated boat is not otherwise practical, the boat required by subsection 1 shall be a power driven boat.

(3) Where subsection 1 requires that rescue equipment be provided,

(a) an alarm system capable of warning workmen of the necessity of carrying out the rescue of a workman shall be provided and used when the necessity arises; and

(b) a person exercising direction and control over the work shall designate two or more workmen who shall immediately,

(i) be available to carry out a rescue operation, and

(ii) upon the alarm being given or any other communication to them that a rescue operation is required to be carried out commence the rescue operation. O. Reg. 269/69, s. 34.

**35.** Where the circumstances on a project are such that, in the opinion of an inspector, sections 32, 33 and 34 do not provide adequate protection for a workman, the chief officer may make an order in writing directing a person in authority over the workmen to provide a life net for the protection of the workman. O. Reg. 269/69, s. 35.

#### EXCAVATIONS

**36.—**(1) No person shall commence an excavation or trench until all existing gas, electrical and other services that are likely to endanger the safety of a



workman having access to the excavation or trench have been properly shut off and disconnected.

(2) No person shall dig an excavation that is likely to endanger a workman by affecting the stability of an adjacent building or structure. O. Reg. 269/69, s. 36.

**37.**—(1) Subject to subsection 2 and to section 93, the walls of an excavation shall be supported by adequate shoring and bracing at all times in order to prevent their collapse.

(2) Subsection 1 does not apply to,

- (a) an excavation that,
  - (i) is less than four feet in depth,
  - (ii) no workman is required to enter for any purpose, or
  - (iii) is cut in solid rock; or
- (b) the walls of an excavation,
  - (i) sloped to within four feet of the bottom of the excavation if the sloped walls do not have more than one foot of vertical rise to each foot of horizontal run,
  - (ii) that have been cut and trimmed to a slope steeper than that described by subclause i if a professional engineer has certified in writing that the stability of the steeper slope will not endanger workmen, or
  - (iii) where no workman in the excavation is required to be within a horizontal distance of the walls of the excavation equal to the height of those walls.

(3) The walls of an excavation shall be stripped of loose rock or other material that might slide, roll or fall upon a workman.

(4) A reasonably level area extending two feet or more back from the top of each wall of an excavation shall be maintained free of all equipment and materials.

(5) No vehicle or other machinery shall be driven, operated or located so near to the edge of an excavation as to endanger the safety of a workman in the excavation by affecting the stability of the walls of the excavation by vibration or otherwise. O. Reg. 269/69, s. 37.

**38.**—(1) An adequate barricade at least forty-two inches in height and located adjacent to the top of the walls of an excavation shall be provided where,

- (a) the depth of the excavation exceeds ten feet; and
- (b) a workman is likely to be endangered by falling into the excavation.

(2) When visibility is obscured in the area of an excavation that is ten feet or less in depth, no workman shall be employed adjacent to or near the excavation unless warning lights are provided,

- (a) that are placed adjacent to the top of the walls of the excavation; and
- (b) that function during the time that visibility in the area of the excavation is obscured. O. Reg. 269/69, s. 38.

**39.** Every excavation and trench shall be kept reasonably free of water at all times. O. Reg. 269/69, s. 39.

#### HOUSEKEEPING

**40.** A tool or other object shall not be placed where it is likely to endanger a workman. O. Reg. 269/69, s. 40.

**41.** Formwork ties protruding from concrete shall be removed or cut off at the surface of the concrete as soon as practicable after the removal of the formwork. O. Reg. 269/69, s. 41.

**42.** Where nails that protrude from scrap material or from lumber may endanger the safety of a workman, the nails shall be removed unless the scrap material or lumber is stored in a container for removal from the project. O. Reg. 269/69, s. 42.

**43.** Waste material and debris on a project shall be removed to a suitable disposal area as often as is necessary to prevent a hazardous condition and at least once every day. O. Reg. 269/69, s. 43.

**44.**—(1) Subject to subsection 2, rubbish, debris and other materials shall,

- (a) be lowered by a chute or in a suitable container; and
- (b) not be permitted to fall freely from one level to another.

(2) Subsection 1 does not apply to a demolition project where material falls or is dropped into a designated area,

- (a) that is adequately enclosed; and
- (b) to which no workman has access.

(3) Objects larger than rubbish or debris shall be lowered by cranes, hoists or other suitable means. O. Reg. 269/69, s. 44, *revised*.



**45.—(1)** A chute shall,

- (a) be well constructed and rigidly fastened;
- (b) if at more than forty-five degrees to the horizontal, be enclosed on its four sides;
- (c) where of the open type, be inclined at an angle of forty-five degrees or less to the horizontal; and
- (d) have a strong gate at the bottom end where necessary to control the flow of material from the chute.

**(2)** The entrance to a chute shall,

- (a) be constructed so as to prevent material from spilling over when rubbish, debris and other materials are being deposited into the chute;
- (b) have a 4-inch by 4-inch or larger curb or cleat where the entrance is at or below the floor level;
- (c) not be more than four feet high;
- (d) be kept closed when not in use; and
- (e) be of a design that will discourage entry by any person. O. Reg. 269/69, s. 45.

## STORAGE OF MATERIALS

**46.—(1)** Materials to be used on or removed from a project shall,

- (a) be stored in an orderly manner so as not to endanger the safety of a workman; and
- (b) when being moved or transported on the project, be moved or transported only in a manner that does not endanger the safety of a workman.

(2) No workman or other person shall remove or disturb any blocking, support chain, metal band or wire rope that is being used to maintain material in a safe position prior to the removal of the material from a vehicle or a stockpile, until such time as the removal can be made in safety and without causing the material to move so as to endanger a workman.

(3) Materials shall be removed from a vehicle or a stockpile in a careful manner to ensure the safety of a workman. O. Reg. 269/69, s. 46.

**47.** Building materials or equipment shall not be placed or stored on a permanent or temporary structure so as to exceed the safe load-carrying capacity of the structure or any part thereof. O. Reg. 269/69, s. 47.

**48.** A temporary storage structure shall be designed and constructed to withstand safely the loads imposed by the material to be stored. O. Reg. 269/69, s. 48.

**49.—(1)** Subject to subsections 2 and 3, no building material shall be stored, stacked or piled within six feet of,

- (a) a floor or roof opening;
- (b) the open edge of a floor, roof or balcony; or
- (c) an excavation.

(2) Subsection 1 does not apply to a building or a completely enclosed part of a building used solely for the purpose of storing and distributing materials.

(3) Subsection 1 does not apply to a pile of small masonry units, including bricks and blocks,

- (a) that can be handled by one workman;
- (b) that are to be used at the edge of,

- (i) a floor,
- (ii) a roof,
- (iii) an opening in a floor, or
- (iv) an opening in a roof; and

- (c) where the height of the pile is less than the distance of the face of the pile from the edge referred to in clause b. O. Reg. 269/69, s. 49.

**50.—(1)** Lumber, structural steel and similar materials shall be stored so that the pile is secure against collapsing or tipping.

(2) Cross-pieces shall be used in a pile of lumber more than four feet high, to provide stability to the pile. O. Reg. 269/69, s. 50.

**51.** Masonry units shall be stacked,

- (a) on level wooden planks, a platform or other level base;
- (b) in tiers throughout a pile;
- (c) so that a vertical face of a pile does not exceed seven feet in height;
- (d) when the pile is above seven feet in height, by progressively stepping the pile back from the vertical faces;

- (e) when the pile is above seven feet in height, by placing strips of wood between tiers to provide stability; and
- (f) with header units in the pile where necessary to provide stability. O. Reg. 269/69, s. 51.

**52. Bagged material shall be,**

- (a) piled with cross-piles on the exterior of the pile to prevent movement of the bags;
- (b) piled not more than ten bags high at a vertical face of a pile, except where,
  - (i) the pile is in a storage bin or enclosure, and
  - (ii) the face of the pile is supported by the walls of the storage bin or enclosure; and
- (c) removed from a pile so that the top of the pile is kept approximately level. O. Reg. 269/69, s. 52.

**53. Pipe and reinforcing steel shall be stacked in adequately supported and braced racks, or frames, unless other provision is made to prevent their movement. O. Reg. 269/69, s. 53.**

**54. A storage cylinder for a compressed gas shall,**

- (a) be secured in an upright position against overturning; and
- (b) when the storage cylinder is not in use, have the control valve covered by the protective cap and securely screwed into the proper position. O. Reg. 269/69, s. 54.

**55. Not more than one days supply of flammable liquid shall be stored in a building or structure unless the liquid is stored,**

- (a) in safe containers; and
- (b) in a room that,
  - (i) has sufficient window area to provide explosion relief to the outside, and
  - (ii) is separated from the means of egress from the building or structure. O. Reg. 269/69, s. 55.

**56. A container for a combustible, corrosive or toxic substance shall,**

- (a) be suitable for the substance that the container holds; and
- (b) be clearly labelled to identify,
  - (i) the substance,
  - (ii) the hazards that are involved in the use of the substance,

- (iii) the uses to which the substance shall not be put, and
- (iv) the safeguards and protective measures to be taken by workmen before, during and after use of the substance. O. Reg. 269/69, s. 56.

**SANITATION**

**57.—(1) An adequate supply of wholesome drinking water shall be kept readily accessible for the use of workmen.**

(2) A clean sanitary means of drinking the water shall be provided for the use of workmen.

(3) The drinking water shall be supplied from a piping system for from a clean, covered container having a drain faucet.

(4) No workman shall be required to, or shall, use a dipper or drinking cup in common with other workmen. O. Reg. 269/69, s. 57.

**58.—(1) Adequate flush toilets, chemical toilets or privies shall be provided or made available for the use of workmen from the commencement of the project,**

- (a) within reasonably easy access of their place of work; and
- (b) so that there is at least one toilet or privy for every thirty or fewer workmen on the project at any one time.

(2) Every flush toilet, chemical toilet or privy shall,

- (a) be constructed so that any user is sheltered from view and protected from the weather and from falling objects;
- (b) be illuminated by natural or artificial light;
- (c) be provided with adequate supplies of toilet paper and disinfectant;
- (d) be maintained in a clean and sanitary condition;
- (e) be equipped with a toilet seat and cover; and
- (f) if portable, be equipped with a urinal trough in addition to the toilet or privy. O. Reg. 269/69, s. 58.

**59. Washing facilities with adequate clean water, soap and individual towels shall be provided for workmen who use or handle corrosive, poisonous or other substances likely to endanger their safety. O. Reg. 269/69, s. 59.**



## FIRE PROTECTION

**60.—(1)** Fire extinguishing equipment shall,

- (a) be provided where the danger of fire exists;
- (b) be of a suitable type and size for fighting a fire that may be likely to occur in the area that such equipment is designed to service;
- (c) be protected from mechanical injury;
- (d) be readily accessible at suitably marked stations;
- (e) be maintained in good operating condition; and
- (f) be protected from freezing by a suitable means where the equipment or its contents may be exposed to freezing temperatures.

**(2)** A fire extinguisher shall,

- (a) after use, be immediately refilled and returned to its marked station, or be replaced;
- (b) be inspected at least once every month and the date of the last inspection shall be recorded on a tag attached thereto; and
- (c) not contain any carbon tetrachloride, methyl bromide or other vaporizing liquid. O. Reg. 269/69, s. 60.

**61.** Where a permanent standpipe is to be installed in a building it shall,

- (a) be installed progressively, so far as is practicable, as the construction of the building proceeds;
- (b) be provided with a valve at every hose outlet;
- (c) have a hose outlet to which is connected a hose that is,
  - (i) of at least 1½ inch diameter,
  - (ii) equipped with a combination straight stream and fog nozzle, and
  - (iii) installed in all storeys in locations so that every part of the building is protected by a hose having a length of not more than seventy-five feet; and
- (d) have a suitable connection for the use of the local fire department,

- (i) located on the street side of the building not more than three feet and not less than one foot above ground level, and

- (ii) to which there is clear access at all times. O. Reg. 269/69, s. 61.

**62.—(1)** At least one water-type extinguisher, being of a stored pressure, cartridge operated or pump tank type, and having a minimum capacity of two Imperial gallons shall be provided,

- (a) in every workshop;
- (b) in every storage building for combustible materials;
- (c) in places where welding or flame-cutting operations are carried on, while the operations are being carried on and for a reasonable time after their completion; and
- (d) subject to subsection 2, on each storey having a floor space of 5,000 square feet or less in an enclosed building being constructed or altered, and an additional fire extinguisher for each additional 5,000 square feet of floor space in the storey, or any fraction thereof.

**(2)** Clause *d* of subsection 1 does not apply,

- (a) to a building to be used,
  - (i) as a detached or semi-detached single family dwelling, or
  - (ii) as a multiple family dwelling that is not over two storeys in height; or
- (b) to a single storey building that does not have a basement or cellar. O. Reg. 269/69, s. 62.

**63.—(1)** One or more dry chemical extinguishers, the contents of which are discharged under pressure and having a capacity of at least four pounds, or other equally effective extinguishers, shall be provided,

- (a) where flammable liquids are stored or handled;
- (b) subject to subsection 2, where oil or gas-fired equipment is used; and
- (c) where a tar or asphalt kettle is used.

**(2)** Clause *b* of subsection 1 does not apply where the oil or gas-fired equipment being used is intended to be the permanent furnace equipment of the building. O. Reg. 269/69, s. 63.



ELECTRICITY SUPPLY

64. An employer shall take every practicable step to prevent danger to workmen from a live electric conductor or equipment that might be a source of danger. O. Reg. 269/69, s. 64.

65. A panel board shall be,

- (a) securely mounted on a substantial vertical surface;
- (b) kept clear of any obstruction for three feet to the front of the panel board;
- (c) within easy reach of and readily accessible to workmen; and
- (d) located in an area where water will not accumulate. O. Reg. 269/69, s. 65.

66. A switch controlling a service entrance, a service feeder or a branch circuit shall,

- (a) be securely mounted on a substantial vertical surface;
- (b) be kept clear of any obstruction for three feet to the front of the switch;
- (c) be within easy reach of and readily accessible to workmen;
- (d) be located in an area where water will not accumulate;
- (e) not be locked in the closed position;
- (f) be provided with a suitable arrangement for locking the switch in the open position; and
- (g) have a cover over any uninsulated current-carrying part and the cover shall have a locking device that is,

- (i) effective when the switch is in both the open and closed position, and
- (ii) locked when the switch is in the closed position. O. Reg. 269/69, s. 66.

67.—(1) No workman shall use any cord-connected electric equipment or tool, unless the equipment or tool is effectively grounded.

(2) No person other than a workman who is an electrician certified under *The Apprenticeship and Tradesmen's Qualification Act*, shall connect any electric equipment or tool to a power source unless the connection is made by inserting the attachment plug cap on its cord into a convenience receptacle. O. Reg. 269/69, s. 67.

68.—(1) No workman shall operate a backhoe, shovel, crane or other similar lifting device closer than the length of the boom of the crane to a power line for electricity at more than 750 volts unless he has another workman stationed within his view to warn him when any part of the lifting device or its load is approaching the minimum safe distance from the power line.

(2) No person shall bring any object, including the boom, cables or load of a crane, closer than the minimum safe distance from a live power line for electricity at more than 750 volts unless he has ensured that the owner of the power line has,

- (a) disconnected the electrical supply; or
- (b) insulated the power line.

(3) The minimum safe distance prescribed in subsections 1 and 2 shall be the distance set out in column 2 of the Table for the voltage set opposite thereto in column 1.

TABLE

MINIMUM SAFE DISTANCE FROM LIVE POWER LINES FOR ELECTRICITY	
COLUMN 1	COLUMN 2
Voltage of Live Power Line	Minimum Safe Distance
750 to 150,000 volts	10 feet
150,001 to 250,000 volts	15 feet
250,001 to 550,000 volts	20 feet

O. Reg. 269/69, s. 68.

TEMPORARY HEAT

69. A fuel-fired heating device shall,

- (a) be so located, protected and used that there is no risk of igniting,
  - (i) tarpaulins or similar temporary enclosures, or
  - (ii) wood or other combustible materials adjacent thereto;
- (b) only be used in a confined or enclosed space where there is provision for,
  - (i) an adequate supply of air for combustion, and

(ii) adequate general ventilation;

- (c) be located so as to be protected from damage or overturning;
- (d) not be located in or adjacent to a means of egress; and
- (e) where used to burn a solid fuel, be connected by a securely supported sheet metal pipe for the purpose of properly discharging the products of combustion outside the building. O. Reg. 269/69, s. 69.

**70.** All fuel supply lines shall be constructed, guarded or placed to provide adequate protection from damage. O. Reg. 269/69, s. 70.

**71.** Temporary steam-piping shall be,

- (a) properly installed;
- (b) securely supported; and
- (c) insulated or protected by screens or guards where a workman is likely to accidentally come into contact with the piping. O. Reg. 269/69, s. 71.

#### CONSTRUCTION EQUIPMENT

**72.—(1)** Every vehicle, crane, machine, tool or other piece of equipment shall,

- (a) be maintained in a condition so as not to endanger workmen when in use;
- (b) not be used when weather conditions are such that the use of the vehicle, crane, machine, tool or other piece of equipment is likely to endanger a workman;
- (c) not be used when being repaired or serviced;
- (d) be, when operated by any kind of power other than muscular power, inspected by a person, competent to carry out an inspection, at least once prior to its initial use on the project and daily thereafter when in use;
- (e) have a safe means of access to the operator's station where applicable; and
- (f) have at least the same factor of safety as the original design for all modifications, extensions, replacement parts or repairs thereof.

(2) Where a mobile crane is mounted on a railway track, the crane shall be securely locked to the track when not in use. O. Reg. 269/69, s. 72.

**73.—(1)** Subject to subsection 2, no workman shall operate a vehicle upon a project unless he has the training and experience to operate the vehicle and,

- (a) he is authorized or qualified by law to operate a vehicle upon a highway; or
- (b) he has the qualifications to earn a driver's licence to operate a vehicle upon a highway.

(2) Subsection 1 does not apply to a person who is,

- (a) being instructed in the operation of a bulldozer, crane, machine, tool or other equipment; and
- (b) accompanied on the bulldozer, crane, machine, tool or other equipment, as the case may be, by a person having the qualifications required by subsection 1. O. Reg. 293/70, s. 1.

**74.—(1)** Subject to subsection 2, no workman shall be on a platform, bucket, basket, load, hook or sling that is capable of moving and that is supported by,

- (a) the boom of a crane or other hoisting machine similar to a crane; or
- (b) a fork-lift truck, front-end loader or other similar machine.

(2) Subsection 1 does not apply to,

- (a) a workman, protected by a safety belt, in a bucket or basket attached to an hydraulically-powered machine, equipped with a fail-safe device that automatically locks the support of the bucket or basket into position; or
- (b) the platform of a mechanism licensed,

(i) under *The Elevators and Lifts Act* for the lifting and lowering of persons, or

(ii) under *The Construction Hoists Act*, for the hoisting and lowering of workmen. O. Reg. 269/69, s. 74.

**75.** A gear, pulley, belt, chain, shaft, flywheel, saw or other mechanically-operated part of a machine shall be guarded or fenced unless the gear, pulley, belt, chain, shaft, flywheel or other mechanically-operated part of the machine is located or constructed in a manner that will not endanger workmen in its vicinity. O. Reg. 269/69, s. 75.

**76.—(1)** Subject to subsection 2, every hoisting hook shall be equipped with a safety catch.



(2) Subsection 1 does not apply to a hoisting hook used in the placing of structural members where the method of placing used provides the same standard of protection for a workman as if a safety catch were installed. O. Reg. 269/69, s. 76.

**77.** A friction-type clamp used in hoisting materials shall be so constructed that the accidental slackening of the hoisting cable will not release the clamp. O. Reg. 269/69, s. 77.

**78.** Where,

- (a) the weight of a load is not transferred to ground support at all times; and
- (b) the load is hoisted by a means or device such as a balloon or helicopter,

the person in authority intending to use that means or device shall first obtain written permission from an inspector before using that means or device. O. Reg. 269/69, s. 78.

**79.** Where,

- (a) the bucket of a front-end loader, backhoe or other excavating machine;
- (b) the blade of a bulldozer; or
- (c) the load of a fork-lift truck, crane or other hoisting machine,

is in a raised position, the operator shall not leave the controls of that equipment unattended. O. Reg. 269/69, s. 79.

**80.** Where any equipment or part thereof is being dismantled or repaired and a workman may be endangered by the collapse or movement of the equipment or any part thereof, blocking shall be installed to prevent the collapse or movement. O. Reg. 269/69, s. 80.

**81.** No internal combustion engine shall be operated,

- (a) in an excavation unless provision is made to ensure that exhaust gases or fumes will not accumulate in the excavation; or
- (b) in a building or other structure that is enclosed, unless,
  - (i) the exhaust gases or fumes are discharged directly outside the building or structure to a point sufficiently remote to prevent the return of the gases or fumes, or
  - (ii) there is an adequate supply of air for combustion and adequate mechanical ventilation for exhaust gases or fumes. O. Reg. 269/69, s. 81.

**82.** Where the operator may be exposed to overhead hazards, a cab, screen or other adequate overhead protection shall be provided on,

- (a) a power-driven crane, shovel or similar machine;
- (b) a fork-lift truck; and
- (c) a front-end loader or other excavating machine. O. Reg. 269/69, s. 82.

**83.—(1)** A crane shall be equipped with a boom,

- (a) approved by the manufacturer; or
- (b) designed by a professional engineer and fabricated in accordance with the requirements of his design.

(2) The load-rating plates for a crane equipped as provided in clause *a* of subsection 1 shall be attached to the crane in clear view of the operator.

(3) The load-rating plates for a crane equipped as provided in clause *b* of subsection 1 shall be attached to the crane in clear view of the operator and be in accordance with information supplied by the professional engineer.

(4) The load-rating plates required by subsections 2 and 3 shall contain sufficient information to enable the operator to determine the safe load that the crane is capable of hoisting under any condition. O. Reg. 269/69, s. 83.

**84.—(1)** No person shall operate a crane or other hoisting machine in such a manner that any part of its load will pass over a workman other than the workman receiving the load.

(2) A workman receiving a load shall position himself, if practicable, so that the load will not pass over him. O. Reg. 269/69, s. 84.

**85.** No person shall operate a shovel, backhoe or similar excavating machine in such a manner that the shovel, backhoe or similar excavating machine or any part of its load will pass over a workman. O. Reg. 269/69, s. 85.

**86.** Where a workman may be endangered by the rotation or uncontrolled motion of a load being hoisted by a crane or similar machine, one or more guide ropes or tag lines shall be used to prevent the rotation or other uncontrolled motion. O. Reg. 269/69, s. 86.

**87.** Where the operator of a crane, shovel or similar machine is obstructed in his view of the path of travel of any part of the crane, shovel or similar machine or its load, one or more competent signal men shall assist the operator,



- (a) by keeping that part of the crane, shovel or similar machine or its load under observation when it is out of the view of the operator; and
- (b) by communicating with the operator by the use of prearranged visual signals or, where these signals are impracticable, by a suitable telecommunication system. O. Reg. 269/69, s. 87.

**88.**—(1) No workman shall remain on or in a vehicle where he might be endangered during the loading or unloading of the vehicle.

(2) Where a vehicle, crane, machine or other equipment is to be driven in reverse in a location in which a workman or the operator may be endangered, the operator shall reverse the vehicle, crane, machine or other equipment as directed by another workman who shall be stationed,

- (a) in full view of the operator;
- (b) with a full view of the intended path of travel of the vehicle, crane, machine or other equipment; and
- (c) clear of the intended path of travel.

(3) An unattended vehicle shall have its brakes applied and wheels blocked to prevent movement where it is,

- (a) on sloping ground; or
- (b) adjacent to an excavation. O. Reg. 269/69, s. 88.

**89.** No person shall begin to disconnect or carry out repairs on a section of a pipe-line under pressure until he has ensured that no workman will be endangered as a result thereof. O. Reg. 269/69, s. 89.

**90.** A hose supplying steam or air to a hammer of a pile driver or to a drill carriage shall have attached thereto a wire rope or chain to prevent the hose from whipping if the hose becomes separated from the hammer or the drill carriage. O. Reg. 269/69, s. 90.

**91.** Every lifting jack shall,

- (a) have its rated capacity legibly cast or stamped in plain view on the jack; and
- (b) be equipped with a positive stop to prevent over-travel or, where a positive stop is impracticable, with an indicator. O. Reg. 269/69, s. 91.

**92.**—(1) Piles or sheet-piling shall be adequately supported at all times during their hoisting, placing, removal or withdrawal.

(2) No workman, other than a workman who is directly engaged in any of the operations referred to in subsection 1, shall be in the area where the operations are being carried out. O. Reg. 269/69, s. 92.

#### SPECIAL PROVISIONS

**93.** Where the walls of an excavation for a well are not supported as required by subsection 1 of section 37, no workman shall enter or remain in the excavation if the excavation is four feet or more in depth, unless,

- (a) a steel liner of adequate strength has been installed that,
  - (i) extends two feet above ground level and to within four feet of the point where the work is being done,
  - (ii) is adequately supported on two sides by steel wire rope, and
  - (iii) has a sufficient diameter so that the difference between the diameter of the steel liner and the diameter of the excavation does not exceed four inches; and
- (b) the workman,
  - (i) works from within the steel liner,
  - (ii) is wearing a safety harness, the rope of which is secured at the surface of the ground, and
  - (iii) is attended by another workman who shall be stationed outside the excavation. O. Reg. 269/69, s. 93.

**94.** No workman shall enter a confined space where the means of egress is restricted, unless,

- (a) the space has been tested to ascertain whether or not a hazard exists;
- (b) adequate precautions, as required by sections 27 and 31, have been taken against any hazard found to exist;
- (c) he is attended by another workman stationed outside the confined space; and
- (d) suitable arrangements, including the wearing of a safety harness, if practicable, have been made to remove the workman from the confined space if he requires assistance. O. Reg. 269/69, s. 94.

**95.** Where a rock-drilling operation is being carried out, an adequate supply of water shall be provided at the operation to prevent the dissemination of dust unless all workmen are protected as required by section 31. O. Reg. 269/69, s. 95.

## EXPLOSIVES

**96.** Where work is being carried out and explosives are to be used,

- (a) a competent person shall be appointed to be in charge of and personally present at all blasting operations and that person shall enforce his orders and directions and shall supervise the fixing of all charges and other blasting operations;
- (b) the names of all persons designated to handle, transport, prepare or use dynamite or other high explosives shall be posted in the field office and on or in the magazines; and
- (c) no person inexperienced in handling dynamite or other high explosives shall handle, transport, prepare or use dynamite or other high explosives, unless the inexperienced person works under the personal supervision of a person with experience in blasting operations. O. Reg. 269/69, s. 96.

**97.** No greater quantity of dynamite or other high explosives than is required for immediate use on a part of the project shall be outside the magazine. O. Reg. 269/69, s. 97.

**98.** No holes shall be drilled,

- (a) within ten feet of a hole containing explosives or blasting agents; or
- (b) within twenty-five feet of a hole being loaded with explosive or blasting agents. O. Reg. 269/69, s. 98.

**99.** Every firing circuit in connection with blasting operations shall be broken in a suitable manner at a safe distance from the blasting area. O. Reg. 269/69, s. 99.

## PLATFORMS, RUNWAYS AND RAMPS

**100.** A runway, ramp or platform other than a scaffold platform shall,

- (a) be designed, constructed and maintained to support safely all loads that may be expected to be applied thereto;
- (b) be nineteen inches or more in width; and
- (c) be securely fastened in place. O. Reg. 269/69, s. 100.

**101.—(1)** Subject to subsection 2, a ramp shall have,

- (a) a slope not exceeding one foot of vertical rise to each three feet of horizontal run; and

(b) cross cleats if the slope exceeds one foot of vertical rise to each eight feet of horizontal run, and the cleats shall be,

- (i) spaced at regular intervals not exceeding eighteen inches, and
- (ii) made from one inch by two inch dressed boards securely nailed to the ramp.

(2) Subsection 1 does not apply to a ramp installed in the stairwell of a building not exceeding two storeys in height if the ramp has,

- (a) a slope not exceeding one foot of vertical rise to one foot of horizontal run; and
- (b) cross cleats,

- (i) spaced at regular intervals not exceeding twelve inches, and
- (ii) made from two inch by two inch dressed boards securely nailed to the ramp. O. Reg. 269/69, s. 101.

## LADDERS

**102.—(1)** In this section and in sections 120 and 122, "allowable unit stress" means the allowable unit stress assigned to the material by the 1965 edition of the *National Building Code of Canada* or, where the 1965 edition of the *National Building Code of Canada* does not assign an allowable unit stress for a material, means the allowable unit stress for the material as determined by a professional engineer in accordance with good engineering practice.

(2) A ladder shall,

- (a) be designed, constructed, maintained and used so as not to endanger the safety of any workman; and
- (b) be used only in such a way that the loads applied thereto will not cause the materials used in any part of the ladder to be stressed beyond the allowable unit stresses for the materials used. O. Reg. 269/69, s. 102.

**103.** A ladder shall,

- (a) be free from broken or loose members or other faults;
- (b) have rungs evenly spaced at twelve inches on centres;
- (c) have side rails not less than twelve inches apart;
- (d) be placed on a firm footing;



- (e) be held in place by one or more persons while being used if it exceeds thirty feet in length and is not securely fastened;
- (f) when not securely fastened, be placed so that the base of the ladder is not less than one-quarter and not more than one-third of the length of the ladder from a point directly below the top of the ladder and at the same level as the base of the ladder;
- (g) if used as a regular means of access between levels,
  - (i) be securely fastened in place,
  - (ii) extend at least three feet above the upper landing, level or floor,
  - (ii) have a clear space of at least six inches behind any rung, and
  - (iv) be so located that an adequate landing surface, clear of obstructions, is available at the top and bottom of the ladder;
- (h) not be in an elevator shaft or hoistway when such space is being used for hoisting; and
- (i) not be lashed to another ladder to increase its length. O. Reg. 269/69, s. 103.

**104.** A wooden ladder shall,

- (a) consist of wood that is straight-grained and free from loose knots, sharp edges, splinters and shakes;
- (b) not be painted or coated with an opaque material; and
- (c) have rungs of clear straight-grained material free of knots. O. Reg. 269/69, s. 104.

**105.** A wooden ladder of the cleat type shall have,

- (a) side rails,
  - (i) not less than sixteen inches apart,
  - (ii) not less than  $1\frac{5}{8}$  inches by  $3\frac{5}{8}$  inches for ladders up to and including nineteen feet long, and
  - (iii) not less than  $1\frac{5}{8}$  inches by  $5\frac{5}{8}$  inches for ladders over nineteen feet long; and
- (b) cleats or rungs,
  - (i) not less than five-eighths of an inch by  $2\frac{5}{8}$  inches, and

- (ii) braced by filler blocks between the cleats or rungs. O. Reg. 269/69, s. 105.

**106.** A double width ladder shall,

- (a) have three rails evenly spaced;
- (b) be not less than five feet in width;
- (c) have cleats or rungs that extend the full width of the ladder; and
- (d) be securely fastened in place. O. Reg. 269/69, s. 106.

**107.** The maximum length of a ladder measured along the side rail shall not be more than,

- (a) sixteen feet for a trestle ladder, or for each of the base or extension sections of an extension trestle ladder;
- (b) twenty feet for a step-ladder;
- (c) thirty feet for a single ladder or individual section of a ladder;
- (d) forty-eight feet for an extension ladder having two sections; and
- (e) sixty-six feet for an extension ladder having more than two sections. O. Reg. 269/69, s. 107.

**108.—(1)** Subject to subsection 2, runs of ladders shall,

- (a) have rest platforms at intervals not greater than thirty-five feet; and
- (b) be offset at every rest platform to provide overhead protection.

**(2)** Subsection 1 does not apply to a permanently installed ladder that has a safety cage over its entire length. O. Reg. 269/69, s. 108.

**109.** Where a step-ladder is being used as a self-supporting unit,

- (a) the legs shall be fully spread and the spreader shall be locked;
- (b) the top of the step-ladder shall not be used as a step; and
- (c) the pail shelf shall not be used as a step. O. Reg. 269/69, s. 109.

**STAIRS**

**110.** Temporary stairs and landings shall be designed and constructed to support safely a live load of 100 pounds per square foot. O. Reg. 269/69, s. 110.



111. Subject to section 113, temporary stairs shall have a clear width of not less than thirty inches. O. Reg. 269/69, s. 111.

112. Stairs shall,

- (a) have treads and risers uniform in width, length and height in any one flight;
- (b) subject to section 113, have stringers making an angle not exceeding 50° from the horizontal;
- (c) have a vertical distance between landings not exceeding twelve feet; and
- (d) have a handrail constructed in compliance with the specifications for a top-rail required by clause *a* of subsection 2 of section 116 securely fastened and supported in place on the open side or sides of each flight and at each landing. O. Reg. 269/69, s. 112.

113. Section 111 and clause *b* of section 112 do not apply to prefabricated stairs erected inside a tower formed by scaffold frame sections where,

- (a) the stringers form an angle not exceeding 60° from the horizontal; and
- (b) the stairs have a clear width of twenty inches. O. Reg. 269/69, s. 113.

114. Skeleton steel stairs shall have temporary wooden treads,

- (a) of suitable planking extending the full width and breadth of the stairs and landings; and
- (b) securely fastened in place. O. Reg. 269/69, s. 114.

#### GUARDRAILS

115.—(1) Subject to subsection 4, a guardrail shall be provided around any uncovered opening in a floor, roof or other surface to which a workman has access.

(2) Subject to subsection 4, a guardrail shall be provided at the perimeter or any other open side of,

- (a) a floor, including a mezzanine and a balcony;
- (b) a surface of a bridge;
- (c) a concrete roof, while the formwork remains in place; and
- (d) a scaffold, including a platform, runway or ramp,

to which a workman has access and from which he may fall into water or for a vertical distance of ten feet or more.

(3) Subject to subsection 4, a guardrail shall be provided at the open sides and ends of any scaffold, platform, runway or ramp,

- (a) that is used to support a wheelbarrow or other similar equipment; and
- (b) to which a workman has access and from which he may fall a distance of four feet or more.

(4) Notwithstanding subsections 1, 2 and 3, a guardrail may be removed temporarily while work is being done that cannot be done with the guardrail installed. O. Reg. 269/69, s. 115.

116.—(1) Subject to subsection 6, a guardrail shall have a height of not less than thirty-six inches or more than forty-two inches above the surface, floor, scaffold or concrete roof on which it is installed.

(2) A wooden guardrail shall be free of splinters and protruding nails and shall consist of,

- (a) a top rail not less than 1½ inches by 3½ inches in cross-section, securely supported on posts not less than 1½ inches by 3½ inches in cross-section, the posts being spaced at intervals of not more than eight feet;
- (b) an intermediate rail not less than three inches wide, securely fastened to the inner side of the posts mid-way between the top rail and the toe-board; and
- (c) a toe-board securely fastened to the posts or other vertical supports and extending from the surface, floor, scaffold or roof to a height of not less than five inches.

(3) A wire cable guardrail shall be maintained taut by means of a turn-buckle and shall consist of,

- (a) a top-rail and an intermediate rail made of wire cable not less than one-half inch in diameter;
- (b) vertical separators at least two inches wide spaced at intervals not exceeding eight feet; and
- (c) a toe-board securely fastened to the inner side of the vertical separators and extending from the surface, floor, scaffold or roof to a height of not less than five inches.

(4) A wood-slat guardrail shall,

- (a) have vertical slats of lumber four feet in length, at least 1½ inches in width and three-eighths of an inch thick that are,

- (i) painted a distinctive colour,
  - (ii) woven among five double strands of No. 13 Imperial Standard Gauge steel wire so that the slats are tight, and
  - (iii) spaced at not more than  $3\frac{1}{2}$  inches from centre to centre;
- (b) have the double strands of wire wrapped around each other at least three times in each space between the slats and the strands of wire shall be evenly spaced ten inches apart;
- (c) be adequately supported in a vertical position; and
- (d) be maintained taut.
- (5) Subject to subsection 6, where a guardrail is required to be provided in this Regulation, it shall be constructed in accordance with,

(a) subsection 1; and

(b) subsection 2, 3 or 4, as the case may be.

(6) Subsection 1 does not apply to a wood-slat guardrail.

(7) Where an inspector is of the opinion that a wire cable guardrail or wood-slat guardrail is not,

(a) installed; or

(b) being maintained,

in good condition, the inspector may direct that the guardrail be replaced forthwith by a guardrail constructed in accordance with subsection 2. O. Reg. 269/69, s. 116.

#### SCAFFOLDS

**117.** Where work cannot be safely done on or from the ground or from a building or other permanent structure, a scaffold, constructed in accordance with sections 118 to 127, or other equally safe means of support for workmen shall be provided. O. Reg. 269/69, s. 117.

**118.** No person shall use stilts, a barrel, box or other loose object to,

(a) stand upon while working; or

(b) support a scaffold or working platform. O. Reg. 269/69, s. 118.

**119.—(1)** The erection, use, dismantling or removal of a scaffold shall be done under the supervision of a workman experienced in such operation.

(2) During the erection, alteration or dismantling of a scaffold or scaffold platform, work other than that required for the erection, alteration or dismantling shall,

(a) only be done from the parts of the scaffold or scaffold platform that comply with sections 118 to 127; and

(b) be performed beneath the part being erected, altered or dismantled only if adequate overhead protection is provided. O. Reg. 269/69, s. 119.

#### 120. A scaffold shall,

(a) be capable of supporting two or more times the maximum load to which it may be subjected,

(i) without exceeding the allowable unit stresses for the particular materials used, and

(ii) where the principal component of the scaffold is a tubular metal frame, without exceeding the frame capacity;

(b) not be loaded in excess of the maximum load as referred to in clause a;

(c) be constructed only of suitable structural material and where lumber is used the lumber shall be Number 1 Construction Grade Eastern Spruce or better quality;

(d) have all uprights diagonally and horizontally braced to prevent lateral movement;

(e) have no splices between the points of support of horizontal members;

(f) have footings, sills or supports that are sound, rigid and capable of supporting the maximum load without unsafe settlement or deformation;

(g) have all necessary and suitable fittings and gear properly installed;

(h) have safety catches on all hooks; and

(i) be adequately secured to prevent lateral movement at vertical intervals not exceeding three times the least lateral dimension of the scaffold measured at the base. O. Reg. 269/69, s. 120.

#### 121. A scaffold platform shall,

(a) be designed, constructed and maintained to support safely all loads to which it may be subjected;



- (b) be at least nineteen inches wide;
- (c) when ten feet or more above a floor, roof or other surface, consist of planks tightly laid side by side for the full width of the scaffold; and
- (d) when lumber is used, consist of planks that,
  - (i) are Number 1 Construction Grade Eastern Spruce or better quality,
  - (ii) are at least two inches thick and ten inches in width,
  - (iii) overhang their supports by not less than six inches and not more than eighteen inches, and
  - (iv) are cleated or otherwise secured against slipping. O. Reg. 269/69, s. 121.

**122.** A suspended scaffold shall,

- (a) be attached to a fixed support or to an outrigger beam capable of supporting four or more times the maximum load to which the support or beam may be subjected without overturning and without exceeding the allowable unit stresses for the particular materials used;
- (b) have hangers located not less than six inches and not more than eighteen inches from the ends of the platforms;
- (c) where it is capable of moving either vertically or horizontally, have,
  - (i) rope falls equipped with suitable pulley blocks, or
  - (ii) a mechanical hoisting device equipped with a positive device to prevent the scaffold from falling freely;
- (d) not have fibre rope where,
  - (i) the distance between blocks exceeds 300 feet,
  - (ii) a corrosive substance is in the vicinity of the rope, or
  - (iii) mechanical-grinding or flame-cutting equipment is to be used in the vicinity of the rope;
- (e) when it is not being raised or lowered, be secured to and firmly anchored to the building or structure, if practicable; and
- (f) have wire mesh of at least Number 16 gauge,

- (i) capable of rejecting a ball 1½ inches in diameter, and
- (ii) securely fastened in place from the toe-board to the top rail of the guardrail. O. Reg. 269/69, s. 122.

**123.—(1)** A boatswain's chair shall,

- (a) not be less than two feet long and ten inches wide; and
- (b) be supported by a sling consisting of wire rope at least three-eighths of an inch in diameter if the workman on the chair is using,
  - (i) a corrosive substance, or
  - (ii) mechanical-grinding or flame-cutting equipment.

(2) Clause *b* and *f* of section 122 do not apply to a boatswain's chair. O. Reg. 269/69, s. 123.

**124.—(1)** Subject to subsection 2, every workman on a suspended scaffold, including a boatswain's chair, shall wear a safety belt that is satisfactorily fastened to a separate independently suspended life-line that,

- (a) is of manilla rope, having a diameter of at least five-eighths of an inch, securely attached to the project or other support so that failure of the scaffold will not cause the life-line support to fail;
- (b) is free from the danger of chafing on any sharp edge; and
- (c) if the workman should fall, will suspend him at a distance of not more than five feet from the place where he was working immediately prior to the fall.

(2) Subsection 1 does not apply to a part of a suspended scaffold that is designed, constructed and maintained in such a way that the failure of one support or one suspension of the part will not cause the collapse of that part of the scaffold directly or by progressive collapse of other supports or suspensions. O. Reg. 269/69, s. 124.

**125.** An outrigger scaffold shall have,

- (a) its platform commence within three inches of the wall beyond which the scaffold extends; and
- (b) outrigger beams that are suitably secured against horizontal and vertical movement. O. Reg. 269/69, s. 125.

**126.** A ladder jack scaffold shall,



- (a) have ladder jacks that transmit their loads directly to the ladder side rails;
- (b) not be used to provide a working platform more than ten feet above a floor, roof or other surface supporting the ladders of the scaffold; and
- (c) not be used where the distance between the ladders of the scaffold exceeds ten feet. O. Reg. 269/69, s. 126.

**127.** A mobile scaffold mounted on castors or wheels shall,

- (a) where the height of the scaffold exceeds three times its least lateral dimension measured at the base, be equipped with outriggers, guy wires or other securing device to prevent overturning;
- (b) be equipped with a suitable braking device on each wheel or castor;
- (c) have the brakes applied when any workman is on the scaffold or scaffold platform; and
- (d) not be moved when a workman is on the scaffold or scaffold platform unless every workman on the scaffold is using the safety belt required, in the case of a suspended scaffold, by subsection 1 of section 124. O. Reg. 269/69, s. 127.

#### FORMWORK AND FALSEWORK

**128.**—(1) Every structure and every part of a structure for the purpose of forming concrete shall be designed, constructed, supported and braced to withstand safely all loads likely to be applied to it before, during and after the placing of concrete.

(2) Where shores are used,

- (a) the bracing required by subsection 1 shall include sufficient bracing in the vertical and horizontal planes to prevent lateral movement of the formwork and buckling of the shores; and
- (b) footings for shores shall be sound, rigid and capable of carrying the maximum load without excessive settlement or deformation.

(3) Where shoring is more than one tier in height, the junction of each tier shall be braced to prevent any lateral movement.

(4) Without limiting the generality of subsection 1, where falsework consists of shoring more than one tier in height or is a framed structure,

(a) such falsework shall be designed by a professional engineer to withstand safely the loads mentioned in subsection 1;

(b) the drawings of such falsework shall,

(i) be prepared so as to show the size and specifications of the falsework, including the type and grade of all materials for its construction,

(ii) be revised only by a professional engineer,

(iii) bear the signature or seal of the professional engineer, and

(iv) be kept at the project at all times during the construction or use of the falsework;

(c) such falsework shall be constructed in accordance with the drawings mentioned in clause b; and

(d) the drawings shall include any revisions made pursuant to subclause ii of clause b.

(5) The removal of falsework or formwork shall not be commenced until the concrete has attained sufficient strength to be,

(a) self-supporting; or

(b) capable of being adequately supported by reshoring. O. Reg. 269/69, s. 128.

#### DEMOLITION

**129.** No person shall commence or continue to demolish, dismantle or move a building or other structure until,

(a) he has taken all steps necessary to prevent injury to any person on or near the project or the adjoining property; and

(b) all existing gas, electrical and other services that are likely to endanger the safety of a workman having access to the building or other structure have been properly shut off and disconnected. O. Reg. 269/69, s. 129.

**130.** No workman shall stand on top of a wall, pier or chimney to remove material from the wall, pier or chimney, unless safe flooring or adequate scaffolding or staging is provided on all sides of the wall, pier or chimney not more than ten feet below the place where he is working. O. Reg. 269/69, s. 130.

**131.** Scaffolding shall be made self-supporting to be independent of that portion of the project being demolished. O. Reg. 269/69, s. 131.

**132.**—(1) This section applies to demolition of a building or other structure by,

- (a) a heavy weight suspended by cable from a crane or other hoisting machine;
- (b) a power shovel, bulldozer or other vehicle;
- (c) any other powered mechanical device;
- (d) explosives; or
- (e) any combination of one or more of the methods mentioned in clause *a*, *b*, *c* or *d*.

(2) The person in charge of demolition shall ensure that no person, except the workmen who are directly engaged in the demolition, enters a demolition zone,

- (a) having its centre at the point of demolition; and
- (b) having a horizontal radius equal to  $1\frac{1}{2}$  times the height of the project or portion of the project being demolished.

(3) The controls of a mechanical device for demolishing a project shall be operated from a safe location that is as remote as is practicable from the demolition operation.

(4) Where a swinging weight is used for demolishing, the supporting cable shall be of such length or be so restrained that the weight will not swing against any structure other than the structure being demolished. O. Reg. 269/69, s. 132.

**133.** Prior to commencing demolition, all glass shall,

- (a) be removed from windows and other locations; or
- (b) otherwise be protected so that there is no reasonable possibility of breakage of the glass at any stage of the demolition. O. Reg. 269/69, s. 133.

**134.**—(1) Subject to subsection 2, demolition shall proceed systematically and continuously from the highest to the lowest point of the project.

(2) In a skeleton structural frame building, the skeleton structural frame may be left in place during the demolition or dismantling of the masonry if the masonry and any loose material are removed from the skeleton structural frame in the order provided by subsection 1.

(3) The work above each tier or floor shall be completed before the safety of its supports is impaired by the demolition or dismantling operations.

(4) Where work on a building or other structure being demolished or dismantled is suspended or discontinued prior to the completion of the demolition or dismantling, access by persons to the part of the building or other structure that has yet to be demolished or dismantled shall be prevented by the installation of fencing or other barriers that are equally effective. O. Reg. 269/69, s. 134.

**135.** A truss, girder or other structural member shall not be disconnected until it has been,

- (a) relieved of all loads other than its own weight; and
- (b) given temporary support. O. Reg. 269/69, s. 135.

**136.** Masonry walls shall be removed in reasonably level courses. O. Reg. 269/69, s. 136.

**137.** Materials shall not be loosened or permitted to fall in masses that may endanger the structural stability of a floor or other support of the project or of a scaffold. O. Reg. 269/69, s. 137.

**138.**—(1) Subject to subsection 2, following demolition or dismantling, a basement, cellar or excavation shall,

- (a) be backfilled to grade level; or
- (b) have its open edges adequately protected by fencing.

(2) Subsection 1 does not apply to a basement or cellar that has a roof, floor or other solid covering enclosing it if all openings in the roof, floor or other solid covering are boarded up so as to prevent access by persons to the basement or cellar. O. Reg. 269/69, s. 138.

#### EXPLOSIVE ACTUATED FASTENING TOOLS

**139.** An explosive actuated fastening tool shall,

- (a) have a firing mechanism that will prevent the tool from being fired,
  - (i) while being loaded,
  - (ii) during preparation for firing, or
  - (iii) if dropped;
- (b) where the tool is of the high velocity type, be used only when equipped with a protective guard or shield,
  - (i) suitable for the particular fastening operation being performed,
  - (ii) mounted at right angles to the barrel,



- (iii) at least three inches in diameter, and
- (iv) placed in a central position on the muzzle end of the tool except where the fastener is intended to be driven into a surface at a point within  $1\frac{1}{2}$  inches of another surface that is at an angle to the surface into which the fastener is intended to be driven;

(c) when not in use, be stored in a locked container; and

(d) not be left unattended where it may be available to a person other than a workman having the qualifications mentioned in section 141. O. Reg. 269/69, s. 139.

**140.** Every explosive load for an explosive actuated fastening tool shall,

(a) be so marked or labelled that the operator can readily identify its strength;

(b) not be stored in a container where an explosive load of a different strength is stored;

(c) not be left unattended where it may be available to a person other than a workman having the qualifications mentioned in section 141; and

(d) when not in use, be stored in a locked container. O. Reg. 269/69, s. 140.

**141.** The operator of an explosive actuated fastening tool shall,

(a) prior to using the tool, be instructed in the proper and safe manner of its use by the manufacturer or his authorized and qualified agent;

(b) prior to using the tool, inspect it to ensure that,

(i) the tool is clean,

(ii) all moving parts operate freely,

(iii) the barrel is free from any obstruction, and

(iv) the tool is adequately equipped for the intended use;

(c) not use the tool when, upon the inspection required by clause b, it is found to be defective;

(d) not point the tool, whether or not it is loaded, directly at any person;

(e) use the tool only in accordance with the instructions of the manufacturer;

(f) not load the tool unless it is being prepared for immediate use;

(g) use an explosive load only of a strength adequate to perform the intended work without excessive force;

(h) only use the tool to drive studs or other fasteners suitable for insertion in the tool;

(i) not use the tool in an atmosphere containing flammable gases or dusts;

(j) not use the tool unless he wears safety glasses suitable for protection against eye injury; and

(k) place any misfired cartridge that he has removed from the tool in a water-filled container until the cartridge may be properly disposed of after its safe removal from the project. O. Reg. 269/69, s. 141.





## REGULATION 128

## under The Consumer Protection Act

## GENERAL

## INTERPRETATION

1.—(1) In this Regulation, "branch office" means a place at which the public is invited to deal in the conduct of the business of an itinerant seller.

(2) For the purposes of subsection 1 of section 20 of the Act, "warranty or guarantee" means a warranty or guarantee that is enforceable by a buyer against a seller. O. Reg. 207/67, s. 1 (1, 2).

(3) For the purposes of,

(a) subclause i of clause a of section 24 of the Act, "cash" includes the sum remaining unpaid under a previous extension of credit, in an amount determined under section 18, that the borrower and lender agree is to be consolidated with the extension of credit in respect of which the statement is given; and

(b) subclause ii of clause a of section 24 of the Act, "cash price" includes the sum remaining unpaid under a previous extension of credit, in an amount determined under section 18, that the buyer and seller agree is to be consolidated with the extension of credit in respect of which the statement is given. O. Reg. 265/67, s. 1.

## EXEMPTIONS

2.—(1) The provisions of the Act do not apply to a person who,

(a) borrows in the course of carrying on business or who lends to a person who borrows in the course of carrying on business;

(b) buys goods or services for purposes of resale in the ordinary course of trade or for use in the further production of goods or services; or

(c) who sells goods or services to a person referred to in clause b.

(2) The provisions of section 16 of the Act do not apply to a buyer or seller under an executory contract under an agreement for variable credit for which the borrower incurs no cost of borrowing.

(3) The provisions of subsections 1 and 3 of section 4 of the Act do not apply to,

(a) a used car dealer registered under *The Used Car Dealers Act*; or

(b) an insurer, insurance agent or an insurance broker licensed under *The Insurance Act*.

(4) The provisions of section 45 of the Act do not apply to a seller who acquires title to a trade-in under an executory contract.

(5) Where a seller wishes to exclude an implied condition, warranty or guarantee under *The Sale of Goods Act* from an executory contract to which Part II of *The Consumer Protection Act* applies, the executory contract shall state that such implied condition, warranty or guarantee under *The Sale of Goods Act* is excluded. O. Reg. 207/67, s. 2.

## PART I

## REGISTRATION

3.—(1) An application for registration as an itinerant seller ~~by a person who is a corporation~~ shall be in Form 1. O. Reg. 687/

(2) An application for registration as an itinerant seller by a corporation shall be in Form 3 or 4. (684/)

(3) An application for registration as an itinerant seller shall include the address of each branch office, if any, of the applicant. O. Reg. 207/67, s. 3 (1-3).

(4) An application for renewal of registration as an itinerant seller shall be in Form 3. O. Reg. 446/68, s. 1.

## FEES

4. Fees payable to the Registrar are as follows:

- |  |      |
|--|------|
| 1. Upon application for first registration as an itinerant seller..... | \$40 |
| 2. Upon application for renewal of a registration.....                 | \$25 |

O. Reg. 207/67, s. 4.

5. An itinerant seller shall obtain a separate registration, on application, for each trade name under which he carries on business as an itinerant seller. O. Reg. 207/67, s. 5.

## BONDS

6.—(1) Every application for registration shall be accompanied by the prescribed fee and a bond in such amount and form as is prescribed.

(2) The bond shall be,

- (a) the bond of a guarantee company approved under *The Guarantee Companies Securities Act*;
- (b) a personal bond accompanied by collateral security; or
- (c) the bond of a guarantor, other than a guarantee company, accompanied by collateral security,

and shall be in the principal amount of \$5,000.

(3) The classes of negotiable security that may be accepted as collateral security for a bond are,

- (a) bonds issued or guaranteed by Canada; or
- (b) bonds issued or guaranteed by any province of Canada.

(4) The market value of the collateral security referred to in subsection 3 shall be posted and maintained at an amount not less than \$5,000.

(5) The bond shall be in Form 4, Form 5 or Form 6, as the case may be. O. Reg. 207/67, s. 6.

## TRUST FUNDS

7.—(1) All moneys received by a seller under an executory contract to which Part II of the Act applies and that is subject to rescission shall be retained by the seller in trust for the buyer until the contract is rescinded under section 10 of the Act or until the period for rescission has expired, whichever is the later.

(2) Where money is paid, whether by way of deposit or otherwise, on account of the proposed purchase of goods or services but no binding contract is entered into in respect of the goods and no delivery of the goods or any part thereof has been made to the buyer or no performance of the services has been made, the seller shall retain the money in trust for the buyer until,

- (a) the goods are delivered or the services performed;
- (b) the buyer requests the refund in full of the moneys paid; or
- (c) subject to subsection 1, a binding contract is entered into.

(3) Every seller shall maintain a ledger account in which shall be entered full details of all trust moneys so received and disbursements therefrom and shall keep all trust moneys retained by him separate and apart from his own moneys. O. Reg. 207/67, s. 7.

## FORFEITURE OF BONDS

8.—(1) The Registrar may declare a bond forfeited,

(a) where a registered itinerant seller, including any member of a partnership, in respect of whose conduct the bond has been conditioned has been convicted of,

(i) an offence under the Act, or

(ii) an offence involving fraud or theft or conspiracy to commit an offence involving fraud or theft under the *Criminal Code* (Canada);

(b) where judgment based on a finding of fraud has been given against a registered itinerant seller, including any member of a partnership, in respect of whose conduct the bond is conditioned;

(c) where proceedings by or in respect of a registered itinerant seller, including any member of a partnership, in respect of whose conduct the bond is conditioned, have been taken under the *Bankruptcy Act* (Canada) or by way of winding up and a receiving order under the *Bankruptcy Act* (Canada) or a winding-up order has been made; or

(d) where a registered itinerant seller has been a party to civil proceedings resulting from a sale, or sales, of goods or services made in the course of his business as an itinerant seller and judgment has been given against the itinerant seller,

and such conviction has become final or such judgment or order has become final and remained unsatisfied for a period of thirty days, and thereupon the amount thereof becomes due and owing by the person bound thereby as a debt due the Crown in right of Ontario.

(2) A bond may be cancelled by any person bound thereunder by giving to the Registrar and the itinerant seller named in the bond at least two months notice in writing of intention to cancel and it shall be deemed to be cancelled on the date stated in the notice, which date shall be not less than two months after the receipt of the notice by the Registrar.

(3) For the purpose of every act or omission occurring during the period when the bond was in effect prior to termination, every bond shall continue in force and the collateral security, if any, shall remain on deposit for a period of two years after the termination of the bond. O. Reg. 207/67, s. 8.



9. Where a bond secured by the deposit of collateral security is forfeited under section 8, the Treasurer of Ontario may sell the collateral security at the current market price. O. Reg. 207/67, s. 9.

10. Where the Crown in right of Ontario becomes a creditor of a person in respect of a debt to the Crown arising from the provisions of section 8, the Registrar may take such proceedings as he sees fit under the *Bankruptcy Act* (Canada), *The Judicature Act*, *The Corporations Act* or the *Winding-up Act* (Canada) for the appointment of an interim receiver, custodian, trustee, receiver or liquidator, as the case may be. O. Reg. 207/67, s. 10.

11. The Treasurer of Ontario may,

- (a) assign any bond forfeited under section 8 and transfer the collateral security, if any;
- (b) pay over any money recovered under the bond; or
- (c) pay over any money realized from the sale of the collateral security under section 9,

to any person in respect of a claim arising out of a sale, or sales, of goods or services, or to the accountant of the Supreme Court in trust for such persons as may become, in respect of claims arising out of a sale, or sales, of goods or services, judgment creditors of the person bonded or to any trustee, custodian, interim receiver, receiver or liquidator of such person, as the case may be. O. Reg. 207/67, s. 11.

12. Where a bond has been forfeited or cancelled and the Treasurer of Ontario has not received notice in writing of any claim against the proceeds of the bond or such part as remains in the hands of the Treasurer of Ontario within two years of the forfeiture or cancellation, the Treasurer of Ontario may pay the proceeds or part remaining to any person who made a payment under the bond or who assigned the collateral security realized, after first deducting the amount of any expenses that have been incurred in connection with any investigation or otherwise relating to the itinerant seller in respect of whose conduct the bond was conditioned. O. Reg. 207/67, s. 12.

## PART II

### DISCLOSURE

13. In this Part,

- (a) "annual percentage rate" means for the purposes of sections 14 and 15 a percentage that is 365 times greater than a daily percentage rate that, when multiplied by the balance of the principal sum outstanding at the end of each day during the term of the contract will produce a sum that equals the cost of borrowing, or sums, the total of which equal the cost of borrowing;

- (b) "approximately" means an interval or amount that does not vary from the average interval or amount by more than 10 per cent;
- (c) "median amount" means an amount that is half way between one amount and another amount;
- (d) "payment period" means the number of days that elapse between the dates upon which a payment is required in an agreement;
- (e) "principal sum" means the sum stated in clause *a* or clause *c* of section 21 of the Act, which shall be deemed to be unpaid or outstanding for at least one day, and the unpaid balances thereof from time to time outstanding but does not include any amount or amounts that are components of the cost of borrowing;
- (f) "regular payment contract" means a contract in which payments are required at approximately equal intervals and in approximately equal amounts during the term of the contract. O. Reg. 207/67, s. 13.

14. The percentage required by clause *e* of section 21 of the Act shall be calculated, expressed and applied with respect to an extension of credit in the following manner:

1. Subject to paragraphs 4 and 5 and to section 15, the percentage that a lender shall disclose with respect to an extension of credit shall be the annual percentage rate applicable to the contract.
2. The annual percentage rate shall be deemed to have been charged not in advance on the principal sum from time to time outstanding, so long as the payments required to be made by the borrower are made as they become due and such payments are applied first to the reduction of the accrued cost of borrowing.
3. For the purposes of paragraph 2, the cost of borrowing shall be deemed to be charged daily and summed until the next succeeding payment becomes due and the accrued cost of borrowing is that amount which is so charged and summed at any given time.
4. Where a contract provides for approximate monthly payment periods, the rate that shall be deemed to have been applied monthly under paragraphs 1 to 3 shall be one-twelfth of the annual percentage rate.
5. Where a contract provides for payments at periods other than approximately monthly, the rate that shall be deemed to have been

applied under paragraphs 1 to 3 with respect to each payment shall be the same fraction of the annual percentage rate that the payment period is of one year. O. Reg. 207/67, s. 14.

15.—(1) In this section, “amount of the credit” means the sum stated in clause *a* or *c* of section 21 of the Act.

(2) The annual percentage rate required to be disclosed under section 14 may be a rate that differs by not more than one per cent from the annual percentage rate that the cost of borrowing bears to the amount of the credit, except that a greater arithmetic difference may be permitted in a regular payment contract, in which case the annual percentage rate required to be disclosed may be the actual annual percentage rate that the cost of borrowing bears to an amount that differs by not more than \$5 from the amount of the credit.

(3) In addition to the tolerance permitted by subsection 2, where the due date of the first instalment in an extension of credit having approximately monthly payments and a term of six months or more is not less than fifteen or more than forty-five days after the credit is advanced, it may be deemed by the lender, for the purposes of the statement required by section 21 of the Act, that the credit was advanced on a date not more than thirty-one days immediately prior to the due date of the first instalment. O. Reg. 207/67, s. 15.

16.—(1) Subject to subsections 2, 3 and 4, the annual percentage or scale of annual percentages that a lender shall disclose pursuant to clause *a* of subsection 2 of section 21 and to section 23 of the Act shall be the rate or scale of annual percentage rates that, when applied in the manner prescribed in subsection 2 or 3 of this section to the unpaid balance at the end of the preceding month or period, will yield a sum that equals the cost of borrowing, or sums, the total of which equals the cost of borrowing.

(2) Where a contract for variable credit provides for monthly payments, the percentage rate that shall be applied monthly under subsection 1 shall be one-twelfth of the annual percentage rate.

(3) Where a contract for variable credit provides for payments at periods other than monthly, the percentage rate that shall be applied under subsection 1 with respect to each payment period shall be the same fraction of the annual percentage rate that the payment period is of one year.

(4) For the purposes of subsection 1, the cost of borrowing may be computed within a range,

- (a) not in excess of \$10 on the median amount in a selected range of outstanding balances, where the largest amount in the range is not more than \$1,000; or

- (b) not in excess of \$20 on the median amount in a selected range of outstanding balances where the smallest amount in the range is more than \$1,000,

so long as the cost of borrowing is applied to all outstanding balances within the range. O. Reg. 207/67, s. 16.

17.—(1) In this section,

- (a) “denominator” means the sum of the balances of the obligation at the beginning of the contract and at the end of each period in accordance with the schedule of payments required as originally scheduled;
- (b) “lender” includes any assignee of the lender;
- (c) “numerator” means the sum of the balances at the beginning of the contract and the balances unpaid at the end of each period up to the date of full payment of the total obligation;
- (d) “obligation” means the total amount payable when the contract was entered into;
- (e) “period” means an interval of time not in excess of thirty-one days;
- (f) “unit” means the amount produced by dividing the obligation by the number of months in the contract. O. Reg. 207/67, s. 17(1); O. Reg. 265/67, s. 2 (1-3).

(2) Subject to subsections 4, 5, 6, 7, 8, 9 and 10, where an amount, due under an extension of credit wherein the cost of borrowing is precomputed, is paid in advance of the due date, the lender may retain a proportion of the cost of borrowing calculated, when the amount of the obligation is fully paid, by dividing the numerator by the denominator, so long as the period in the numerator is equal to the period in the denominator, to produce a fraction, which fraction shall be multiplied by the cost of borrowing and the resultant sum is the amount to be retained by the lender. O. Reg. 207/67, s. 17 (2); O. Reg. 265/67, s. 2 (4).

(3) Where the original term of the transaction is varied by one or more extensions of payment, the extended payment or payments shall be deemed to have been made as originally scheduled.

(4) Subject to subsections 5 and 6, the lender shall allow the borrower a rebate of the cost of borrowing less the retention allowed the lender under subsection 2.

(5) Except where the prepayment is made under an arrangement for refinancing or for the extension of additional credit, the lender is entitled, in addition to



the amount allowed under subsection 2, to retain an amount equal to not more than \$20 or one-half of the rebate as computed in subsection 4, whichever is the lesser, and the borrower is entitled to a rebate of the remainder of the cost of borrowing.

(6) Where the rebate required to be given under subsection 4 is less than \$2, the borrower is not entitled to the rebate. O. Reg. 207/67, s. 17 (3-6).

(7) Where a payment is received after it had become due, the lender may deem that the payment had been received on the instalment due date. O. Reg. 265/67, s. 2 (5).

(8) Where a payment is received before it is due, the lender shall deem that the payment has been received not later than the end of the period in which the payment has been received. O. Reg. 265/67, s. 2 (5).

(9) Where a regular payment contract requires payments monthly or more frequently or less frequently than monthly and the obligation is paid in full before the term of the contract has expired, the obligation shall be deemed by the lender to have been substantially prepaid if the actual balance due, exclusive of default charges, at the end of the period immediately preceding the date of the payment in full plus the greater of one unit or 15 per cent of the obligation is less than the balance at the end of the preceding period as such balance was originally scheduled. O. Reg. 265/67, s. 2 (5).

(10) Notwithstanding subsection 8, where the obligation has not been substantially prepaid as described in subsection 9, the lender may deem that the balances in the numerator are identical to the balances in the denominator up to the end of the period preceding the payment in full or up to the end of the period in which the payment in full is made, whichever period date is nearest to the actual date of the payment in full. O. Reg. 265/67, s. 2 (5).

18.—(1) For the purposes of section <sup>40</sup>25 of the Act, "paid in full" includes the consolidation in an agreement to extend credit of a sum owing under a previous agreement to extend credit.

(2) Where a borrower or a buyer, as the case may be, pays in full under the circumstances referred to in subsection 1, the amount allowed to the borrower or buyer shall be determined under section 17 and shall include the unearned portion of any insurance premium required to be paid by the borrower or the buyer under the original agreement. O. Reg. 265/67, s. 3.

19.—(1) Where a lender represents, or causes to be represented, in print, his charge for credit, the lender shall provide an example of the calculation of the charge and the rate represented thereby.

(2) The representations required to be made by a lender under subsection <sup>41</sup>26 of the Act,

- (a) shall, in the case of a lender who advertises in a place other than his business premises, be printed on the advertisement;
- (b) may, in the case of a lender who advertises in his business premises, be omitted from the advertisement, so long as a statement is printed on the advertisement that the charge for credit and the calculation therefor and the other terms of the credit transaction may be obtained from a source on the lender's business premises; and
- (c) shall, where the advertisement is printed on a page in a catalogue, refer to a page or pages in the catalogue where the charge for credit and the calculation therefor and the other terms of the credit transaction may be obtained.

(3) Where a lender represents, or causes to be represented, orally his charge for credit by radio or television broadcast, or otherwise, the lender shall provide an example of the calculation of the charge and the rate represented thereby. O. Reg. 207/67, s. 18.

## Form 1

### *The Consumer Protection Act*

### APPLICATION BY INDIVIDUAL OR PARTNERSHIP FOR REGISTRATION AS AN ITINERANT SELLER

Date of Application....., 19....

Application on behalf of:

.....  
(name under which business will be carried on)



The undersigned applies to the Registrar for registration as an itinerant seller under *The Consumer Protection Act*, and for the purpose of procuring registration gives the following information:

1. Set out below the full name, address and telephone number of,  

(a) the individual applicant; or  
(b) in the case of a partnership, of each partner and furnish copy of partnership agreement.
2. Any reference to applicant includes any partners.

Name in Full	Residence Address	City or Town	Res. Tel. No.	State whether active or non-active in business of itinerant seller

Business address for service in Ontario on individual or partnership:  
.....

Business telephone number.....

3. The address of each branch office (if any) of the applicant is as follows:.....  
.....

4. Set out below the trade names and addresses, if any, under which you carry on the business of an itinerant seller.

Trade Name	Address

5. Have you (or any partner of the applicant) heretofore been registered or applied for registration as an itinerant seller? If so, give particulars:.....  
.....
6. Has the applicant (or any partner) ever been refused a licence or registration to carry on business or engage in a trade or occupation or has such licence or registration been revoked or suspended in any province or state? If so, give particulars:.....  
.....

7. Has the applicant (or any partner) been expelled from any professional association, society or organization? If so, give particulars:.....  
.....
8. The following is a short business record during the past three years of,  
(a) the applicant (individual); or  
(b) each partner of the applicant-partnership and of the partnership:  
.....  
.....
9. Will the applicant (or any partner of the applicant) be engaged, occupied or employed in any business, occupation or profession other than the business of an itinerant seller? If so, give particulars:  
.....

GIVE DETAILED DESCRIPTION:

*Individual Applicant* Name.....  
single.....  
I am married.....  
Number of persons, if any, dependent on me for support.....  
Age..... Height..... Weight.....  
Special Marks..... Hair..... Eyes.....  
If married, state nature of employment of spouse:.....  
Are you a Canadian citizen?.....

*Partner Applicant* Name.....  
single.....  
I am married.....  
Number of persons, if any, dependent on me for support.....  
Age..... Height..... Weight.....  
Special Marks..... Hair..... Eyes.....  
If married, state nature of employment of spouse:.....  
Are you a Canadian citizen?.....

*Partner Applicant* Name.....  
single.....  
I am married.....  
Number of persons, if any, dependent on me for support.....

Age..... Height..... Weight.....  
Special Marks..... Hair..... Eyes.....  
If married, state nature of employment of spouse:.....  
Are you a Canadian citizen?.....

10. Business references (at least three names must be given):

Name	City or Town	Street Address	Business of Occupation

11. Describe the method by which you keep trust moneys retained by you, including the name and address of the chartered bank, loan or trust company or Province of Ontario Savings Office (if any) in which the trust moneys are retained:

.....  
.....  
.....

12. Is the applicant (or in the case of a partnership, any partner) an undischarged bankrupt? or, has the applicant ever been involved as an officer in any company that is a declared bankrupt, or, is in the process of bankruptcy? If so, give particulars:

.....  
.....

13. Is there any unpaid judgment against the applicant or any partner? If so, give particulars:.....

.....

14. Has the applicant (or in the case of a partnership, any partner) been charged, indicted or convicted of a criminal offence under any law of any country or state or province thereof, or are there any proceedings now pending? If so, give particulars:.....

.....

15. Are you duly licensed under all applicable municipal by-laws or municipal regulations to carry on business as an itinerant seller?.....

16. Give name and address of any other business that has any interest in or control over your business:

.....  
.....



The applicant asks for registration for the period ending on the 31st day of December, 19....

..... (witness)	..... (applicant)
.....	By .....
..... (address of witness)	..... (address of applicant)
.....	.....

### AFFIDAVIT

(By individual applicant, or in the case of a partnership, by each partner)

PROVINCE OF ONTARIO

County of .....

To wit:

I, .....

of the .....

in the County of .....

make oath and say:

1. I am the applicant (or partner of the applicant) herein for registration as an itinerant seller and I signed the foregoing application.

2. The information given by me in the application is true.

SWORN before me at the .....

in the County of .....

this ..... day of ....., 19....

.....  
(signature of applicant or partner)

A Commissioner, etc.

O. Reg. 207/67, Form 1.

### Form 2

*The Consumer Protection Act*

### APPLICATION BY CORPORATION FOR REGISTRATION AS AN ITINERANT SELLER

Date of Application ....., 19....

Application on behalf of:

.....  
(name under which business will be carried on)

The undersigned applies to the Registrar for registration as an itinerant seller under *The Consumer Protection Act*, and for the purpose of procuring registration gives the following information:

1. The applicant is a corporation. Its head office is at.....and the names, residence addresses and telephone numbers of its officers and directors are set out below:

Name in full	Residence Address	City or Town	Res. Tel. No.	Officers	State whether active or non-active in business of itinerant seller
				President	
				Vice-President	
				Secretary	
				Treasurer or	
				Secty.-Treasurer	
				DIRECTORS	

Business address for service in Ontario on the corporation:  
.....

Business telephone number.....

2. The address of each branch office (if any) of the applicant is as follows:  
.....  
.....

3. Has the applicant or any officer or director of the applicant heretofore been registered or applied for registration as an itinerant seller? If so, give particulars:  
.....  
.....

4. Set out below the trade names and addresses, if any, under which the applicant carries on the business of an itinerant seller.

Trade Name	Address

5. Has the applicant or any officer or director of the applicant ever been refused a licence or registration to carry on business or engage in a trade or occupation or has such licence or registration been revoked or suspended in any province or state? If so, give particulars:

.....  
.....

6. The following is a short business record during the past three years of the applicant and of each officer of the applicant:

.....  
.....

7. During the year immediately prior to the date of this application, the place of residence of each officer of the applicant was as follows:

.....  
.....

8. Is the applicant (or any officer or director of the applicant who is or represents a shareholder named in paragraph 9) an officer or director of any limited company, a partner in any enterprise or in any other way engaged in, occupied or employed in, any business, occupation or profession other than the business of an itinerant seller? If so, give particulars:

.....  
.....

9. Set out below the names, addresses and occupations of all the shareholders owning more than 10 per cent of the common equity capital stock of the corporation, together with the number of shares held by each:

Name of Shareholder	Address	Occupation	Number of Common Equity Capital Stock
Total Number of Common Equity Capital Stock Issued			



10. Describe the method by which the applicant keeps trust moneys retained by the applicant including the name and address of the chartered bank, loan or trust company or Province of Ontario Savings Office (if any) in which the trust moneys are retained:
- .....
- .....
11. Is there any unpaid judgment against the applicant or any of its officers? If so, give particulars:
- .....
- .....
12. Is the applicant or any officer of the applicant an undischarged bankrupt? Or, has the applicant, or any officer of the applicant ever been involved in an official capacity or as a majority shareholder with a company that is a declared bankrupt? Or is in the process of bankruptcy? Is so, give full particulars:
- .....
- .....
13. Has the applicant or any officer of the applicant been charged, indicted or convicted of a criminal offence under any law of any country or state or province thereof, or are there any proceedings now pending? If so, give particulars:
- .....
- .....
14. Have you received your charter?..... If so, give date of letters patent.....
15. Are you duly licensed under all applicable municipal by-laws or municipal regulations to carry on as an itinerant seller?
- .....
- .....

The applicant asks for registration for the period ending on the 31st day of December, 19....

.....		..... (company name)
..... (witness)	By	..... (signature of officer and title)
..... (witness)		..... (signature of officer and title)
..... (witness)		..... (signature of officer and title)
..... (witness)		..... (signature of officer and title)

AFFIDAVIT

PROVINCE OF ONTARIO	I, .....
County of .....	of the.....
	in the County of.....
to wit:	make oath and say:

1. I am an officer of the applicant herein for registration as an itinerant seller and I signed the foregoing application.
2. That to the best of my knowledge, information and belief, the information given in the application is true.

SWORN before me at the.....

in the county of.....

this.....day of....., 19....

.....  
(signature of officer of corporation)

A Commissioner, etc.

O. Reg. 207/67, Form 2.

### Form 3

#### *The Consumer Protection Act*

#### APPLICATION FOR RENEWAL OF REGISTRATION AS AN ITINERANT SELLER

CORPORATION ☐

INDIVIDUAL OR PARTNERSHIP ☐

Date of Application....., 19....

Name of Applicant.....

Current Registration No.....

Business Telephone No.....

The undersigned applies to the Registrar for renewal of registration as an itinerant seller under *The Consumer Protection Act*, and for the purpose of procuring renewal of registration gives the following information:

1. Address for service in Ontario.....

2. Has there been any change in information previously given regarding the applicant in the case of,

(a) an individual applicant;

(b) the partners, where the applicant is a partnership; or

(c) the officers or directors, where the applicant is a corporation?

If so, give full particulars:

.....  
.....

3. Have there been any changes in information previously given as to the names, addresses and occupations of all shareholders owning more than 10 per cent of the common equity capital stock of the corporation, or as to the number of shares held by each? If so, give full particulars:

.....  
.....

4. Have any branch offices been opened or closed since the date of registration or since the date of the last renewal of registration? If so, give full particulars:

.....  
.....

5. Set out below all the trade names and addresses used in this or any other business of itinerant selling that you operate or control.

.....  
.....  
.....

6. Is there any unpaid judgment against the applicant (or any partner, in the case of a partnership, or any officer or director, in the case of a corporation)? If so, give full particulars:

.....  
.....

7. Is the applicant (or any partner, in the case of a partnership, or any officer or director, in the case of a corporation),

(a) a discharged or undischarged bankrupt; or

(b) presently a party to bankruptcy proceedings,

or has the applicant (or any partner, in the case of a partnership, or any officer or director, in the case of a corporation) ever been involved in an official capacity, or as a majority shareholder, with a company that is a declared bankrupt or that is presently a party to bankruptcy proceedings? If so, give full particulars:

.....  
.....

8. Has the applicant (or any partner, in the case of a partnership, or any officer or director, in the case of a corporation) been charged, indicted or convicted of a criminal offence under any law of any country or state or province thereof or are there any proceedings now pending? If so, give full particulars:

.....  
.....

9. Has the applicant (or any partner, in the case of a partnership, or any officer or director, in the case of a corporation),

(a) ever been refused a licence or registration to carry on business or engage in a trade or occupation; or

(b) ever had a licence or registration to carry on business or engage in a trade or occupation revoked or suspended,

in any country or state or province thereof? If so, give full particulars:

.....  
.....



10. Describe the goods sold or services performed in your business of itinerant selling.
- .....
- .....
11. Attach a complete sample copy of every executory contract presently in use in your business of itinerant selling.
- The applicant asks for renewal of registration for the period ending on the 31st day of December, 19....
- .....
- (witness).....(signature of applicant)

AFFIDAVIT

(By an individual applicant, or in the case of a partnership, by each partner)

PROVINCE OF ONTARIO

County of.....

To wit:

I,.....

of the.....

in the County of.....

make oath and say:

1. I am the applicant (or partner of the applicant) herein for renewal of registration as an itinerant seller and I signed the foregoing application.
2. The information given by me in the application for renewal is true.

SWORN before me at the.....

in the County of.....

this.....day of....., 19....

(signature of applicant or partner)

A Commissioner, etc.

AFFIDAVIT

(By an officer of the applicant)

PROVINCE OF ONTARIO

County of.....

To wit:

I,.....

of the.....

in the County of.....

make oath and say:

1. I am an officer of the applicant herein for renewal of registration as an itinerant seller and I signed the foregoing application.
2. That to the best of my knowledge, information and belief, the information given in the application for renewal is true.

SWORN before me at the.....

in the County of.....

this.....day of....., 19....

(signature of officer of corporation)

A Commissioner, etc.

Form 4

The Consumer Protection Act

BOND OF A GUARANTEE COMPANY

Approved under

The Guarantee Companies Securities Act

Bond No.....

Amount \$.....

KNOW ALL MEN BY THESE PRESENTS, that we,.....(hereinafter called the Principal)  
as Principal and.....(hereinafter called the Surety) as Surety, are held and firmly  
bound unto Her Majesty in right of Ontario (hereinafter called the Obligee) in the sum of.....Dollars  
(\$.....) of lawful money of Canada, to be paid unto the Obligee, her successors and assigns, for  
which payment well and truly to be made, I,.....bind myself, my heirs,  
(name of Principal)  
executors, administrators and assigns, and we.....bind ourselves, our successors  
(name of Surety)  
and assigns jointly and firmly by these presents.

The total liability imposed upon the Principal or Surety by this Bond and any and all renewals thereof  
shall be concurrent and not cumulative and shall in no event exceed the penal sum written above or the  
amount substituted for such penal sum by any subsequent endorsement or renewal certificate.

SEALED with our Seals and dated this.....day of....., 19....

THE CONDITION of the above obligation is such that if the said obligation does not by reason of any  
act, matter or thing at any time hereafter become or be forfeit under *The Consumer Protection Act*,  
then the obligation shall be void but otherwise shall be and remain in full force and effect and shall be  
subject to forfeiture as provided by the Act.

SIGNED, SEALED AND DELIVERED

in the presence of.....

.....

Principal:.....

.....

Surety

O. Reg. 207/67, Form 4.

Form 5

The Consumer Protection Act

PERSONAL BOND

Bond No.....

Amount \$.....

KNOW ALL MEN BY THESE PRESENTS that I,.....(hereinafter called the Obligor),  
am held and firmly bound unto Her Majesty in right of Ontario (hereinafter called the Obligee) in the  
sum of.....Dollars (\$.....) of lawful money of Canada, to be paid unto the Obligee, her  
successors and assigns, for which payment well and truly be made, I,.....  
(name of Obligor)  
bind myself, my heirs, executors, administrators and assigns, and I,.....  
(name of Obligor)  
deposit with the Obligee.....as collateral security to this Bond.

The total liability imposed upon the Obligor by this Bond and any and all renewals thereof shall be concurrent and not cumulative and shall in no event exceed the penal sum written above or the amount substituted for such penal sum by any subsequent endorsement or renewal certificate.

SEALED with my Seal and dated this.....day of....., 19....

THE CONDITION of the above obligation is such that if the said obligation does not by reason of any act, matter or thing at any time hereafter become or be forfeit under *The Consumer Protection Act*, then the said obligation shall be void but otherwise shall be and remain in full force and effect and shall be subject to forfeiture as provided by the Act.

SIGNED, SEALED AND DELIVERED	
in the presence of.....	Obligor:.....
.....	.....

O. Reg. 207/67, Form 5.

**Form 6**  
*The Consumer Protection Act*  
**BOND OF GUARANTOR**  
**OTHER THAN GUARANTEE COMPANY**

Bond No..... Amount \$.....

KNOW ALL MEN BY THESE PRESENTS, that we.....(hereinafter called the Principal) as Principal and.....(hereinafter called the Guarantor) as Guarantor, are held and firmly bound unto Her Majesty in right of Ontario (hereinafter called the Obligee) in the sum of.....Dollars (\$.....) of lawful money of Canada, to be paid unto the Obligee, her successors and assigns, for which payment well and truly be made, I.....  
(name of Principal)  
bind myself, my heirs, executors, administrators, and I, the said.....  
(name of Guarantor)  
guarantee the payment of the sum of.....Dollars (\$.....) to the Obligee and I.....  
(name of  
.....bind myself, my heirs, executors, administrators and assigns, jointly and firmly by Guarantor)  
these presents and by depositing with the Obligee.....as collateral security to this Bond.

The total liability imposed upon the Principal or Guarantor by this Bond and any and all renewals thereof shall be concurrent and not cumulative and shall in no event exceed the penal sum written above or the amount substituted for such penal sum by any subsequent endorsement or renewal certificate.

SEALED with our Seals and dated this.....day of....., 19....

THE CONDITION of the above obligation is such that if the said obligation does not by reason of any act, matter or thing at any time hereafter become or be forfeit under *The Consumer Protection Act* then the said obligation shall be void but otherwise shall be and remain in full force and effect and shall be subject to forfeiture as provided by the said Act.

SIGNED, SEALED AND DELIVERED	
in the presence of.....	Principal:.....
.....	Guarantor:.....

O. Reg. 207/67, Form 6.





## REGULATION 129

### under The Controverted Elections Act

#### PROCEDURE

##### PRESENTATION OF PETITION

1. In any case not otherwise prescribed, presentation of the petition may be made by delivering it to the registrar of the Supreme Court. R.R.O. 1960, Reg. 56, rule 1.

2. With every petition delivered there shall also be delivered the affidavit prescribed by the Act, and no petition shall be received unless accompanied by such affidavit. R.R.O. 1960, Reg. 56, rule 2.

3. With the petition shall also be left a copy thereof to be sent by the registrar or local registrar to the returning officer pursuant to section 16 of the Act. R.R.O. 1960, Reg. 56, rule 3.

4. The registrar or local registrar shall, if required, give a receipt which may be in the following form:

Received on the.....day of.....,  
19...., at the office of the Registrar (or of the local  
registrar of the Supreme Court for the.....of  
.....), a petition (*here state the purport of  
the said petition*) for the Electoral District of (*state  
the place*) purporting to be signed by (*insert the  
names of petitioners*) and the affidavit of the said  
petitioners annexed thereto.

*Registrar (or Local Registrar)*

R.R.O. 1960, Reg. 56, rule 4.

##### PETITIONS

5.—(1) An election petition shall contain a statement of,

(a) the right of the petitioners to petition as defined by the Act; and

(b) the holding and result of the election and a brief statement of the grounds relied on,

and shall conclude with a prayer stating the relief claimed.

(2) Evidence shall not be stated in the petition. R.R.O. 1960, Reg. 56, rule 5.

6. The Petition shall be divided into paragraphs, each of which, as nearly as may be, shall be confined to

a distinct portion of the subject and every paragraph shall be numbered consecutively. R.R.O. 1960, Reg. 56, rule 6.

7. No costs shall be allowed of drawing or copying any petition not substantially in compliance with this rule, unless otherwise ordered by the court or a judge. R.R.O. 1960, Reg. 56, rule 7.

8. A petition shall be in the following form or to the like effect:

##### IN THE COURT OF APPEAL

*The Controverted Elections Act.* Election for the Electoral District of the (*state the place*) held on the

.....day of....., 19....

The petition of.....whose names  
or name are or is subscribed.

1. Your petitioners are persons who voted, or had a right to vote (*as the case may be*) at the above election, or your petitioner was a candidate at the above election; or (*in the case of a cross petition*) is the respondent in the petition presented by A., or are persons who voted, or had the right to vote (*as the case may be*), at the above election.

2. And your petitioners state that the election was held on the.....day of....., 19...., when A.B., C.D. and E.F. were candidates, and the returning officer has returned A.B. as being duly elected.

3. And your petitioners say that [*here state briefly and concisely the grounds on which the petitioners rely, e.g., That the respondent by himself and by his agents was guilty of bribery, treating and undue influence and of other corrupt and illegal practices at the said election as defined by The Election Act and The Controverted Elections Act. And on the ground that—state briefly and concisely any other ground that may be relied upon*].

Wherefore your petitioners pray that it may be determined that the said A.B. was not duly elected or returned, and that election was void, or that the said E.F. was duly elected and ought to have been returned, (*or as the case may be*); or (*in the case of a cross petition*), that the said C.D. or E.F. (*or as the case may be*) may be declared guilty of the unlawful and corrupt practices and acts alleged.

(*Signature of Petitioner or Petitioners.*)

R.R.O. 1960, Reg. 56, rule 8.



## AGENTS

9.—(1) The petitioner shall leave with the petition at the office in which the petition is filed a writing, signed by him or on his behalf, giving the name of some person entitled to practise as a solicitor whom he authorizes to act as his agent, or stating that he acts for himself, as the case may be, and giving an address, within the city, town or place where the petition is filed, at which notices addressed to him may be left.

(2) If no such writing is left or address given, all notices may be given and proceedings may be served on the petitioner by the respondent by posting them up at the office in which the petition is filed. R.R.O. 1960, Reg. 56, rule 9.

10. Any person returned as a member and any person who may be a respondent under section 8, 9 or 13 of the Act may at any time after the election send to or leave at the office, in which a petition may be filed, a writing signed by him or on his behalf,

- (a) appointing a person entitled to practise as a solicitor, to act as his agent in the event that there is a petition against him, or stating that he intends to act for himself; and
- (b) giving an address within the city, town or place where a petition may be filed at which notices may be left,

and, in default of such writing being left within a week after service of the petition, notices may be given and proceedings may be served on any such respondent by posting them up at the office in which the petition is filed. R.R.O. 1960, Reg. 56, rule 10.

11. An agent employed for the petitioner or respondent shall forthwith leave written notice at the office in which the petition is filed of his appointment to act as agent and service of notices and proceedings upon the agent is sufficient service on his principal for all purposes. R.R.O. 1960, Reg. 56, rule 11.

12.—(1) The registrar or local registrar, as the case may be, shall keep a book or books at his office in which he shall enter the names of agents and of all addresses given under rule 10 or 11 and the book shall be open to inspection by any person during office hours without payment of a fee.

(2) Every local registrar in whose office a petition is filed shall forthwith send to the registrar the names and addresses of the agents appearing in the book kept under this rule. R.R.O. 1960, Reg. 56, rule 12.

## DUTIES OF LOCAL REGISTRAR

13. The registrar or local registrar, as the case may be, shall, upon the presentation of the petition and upon notice of the deposit of money, forthwith send the copy of the petition left for him for the purpose

to the returning officer together with the name of the petitioner's agent, if any, and of the respondent's agent, if any, and the returning officer shall forthwith publish those particulars along with the notice prescribed by the Act. R.R.O. 1960, Reg. 56, rule 13.

14. Every local registrar shall, forthwith after receipt of notice of the deposit and transmission by him of the copy of the petition to the returning officer, forward the original petition by registered letter to the registrar, first endorsing thereon the date of the receipt of the notice of deposit. R.R.O. 1960, Reg. 56, rule 14.

## SERVICE OF PETITION

15.—(1) Where the respondent has named an agent or given an address at which notices addressed to him may be left, the service of an election petition may be made by delivering it to the agent or by mailing it in a registered letter to the address given at such a time that, in the ordinary course of mail, it would be delivered within the prescribed time.

(2) Where the respondent has not named an agent or has not given an address at which notices addressed to him may be left, the service shall be personal on the respondent but if the court or a judge, on an application made not later than five days after security is given and on affidavit showing what has been done, is satisfied that all reasonable effort has been made to effect personal service and to cause the matter to come to the knowledge of the respondent, including, when practicable, service upon his agent for election expenses, the court or a judge may order that what has been done is sufficient service, subject to such conditions as are reasonable. R.R.O. 1960, Reg. 56, rule 15.

16. In case of evasion of service, the posting up in the office in which the petition is filed of a notice of the petition having been presented, stating the name of the petitioner and the relief prayed, shall be deemed equivalent to personal service, if so ordered by the court or a judge. R.R.O. 1960, Reg. 56, rule 16.

## DEPOSITS

17.—(1) The deposit of money by way of security for payment of costs, charges and expenses payable by the petitioner, shall be made by payment into the Canadian Imperial Bank of Commerce in Toronto to an account to be opened there as directed by the Act.

(2) On receiving the deposit of money the bank shall give a receipt or certificate for the money in duplicate, one copy to be given to the party making the deposit, and the other to be forthwith left at the office of, or mailed to, the Accountant of the Supreme Court. R.R.O. 1960, Reg. 56, rule 17.

18. All claims to the money deposited in the bank for payment of costs, charges and expenses payable



by the petitioner pursuant to the Act shall be disposed of by order of the court or a judge. R.R.O. 1960, Reg. 56, rule 18.

**19.**—(1) Money deposited shall, if and when it is no longer needed for securing payment of costs, charges and expenses, be returned or otherwise disposed of as justice requires by order of the court or a judge.

(2) The order may be made after such notice of intention to apply and such proof that all just claims have been satisfied or are otherwise sufficiently provided for, as the court or a judge requires.

(3) The order may direct payment either to the party by whom the money was deposited or to any person entitled to receive it. R.R.O. 1960, Reg. 56, rule 19.

**20.**—(1) The accountant shall file the bank receipt or certificate and shall keep a book open to inspection of all parties concerned in which shall be entered from time to time a memorandum of all bank receipts or certificates and the amounts thereof and the petitions to which they are respectively applicable.

(2) The book may be inspected without payment of any fee. R.R.O. 1960, Reg. 56, rule 20.

#### PETITION AT ISSUE

**21.** Ten days after the service of the petition, the petition is at issue, unless otherwise ordered by the court or a judge. R.R.O. 1960, Reg. 56, rule 21.

#### PRODUCTION AND INSPECTION OF RECORDS

**22.**—(1) At any time after the election petition is at issue, either party, by order of the court or a judge, may have production and inspection of all books, lists, commissions, ballots, certificates, statements, papers, documents and returns relating to the election, returned to, or in possession of the Chief Election Officer, at such place and in such manner, and upon such terms as the court or a judge directs.

(2) The Chief Election Officer shall deliver or transmit the books, lists, commissions, ballots, certificates, statements, documents, papers and returns in such manner and to such officer as by order of the court or a judge is directed.

(3) The books, lists, commissions, ballots, certificates, statements, documents, papers and returns shall be returned to the custody of the Chief Election Officer after the trial of the petition, or after the purpose has been served for which their delivery or transmission was required. R.R.O. 1960, Reg. 56, rule 22.

#### PARTICULARS

**23.** Where a petitioner claims the seat for an unsuccessful candidate, and alleges that he had a

majority of lawful votes, the party complaining of and the party defending the election or return shall, fourteen days before the day appointed for the trial, give to the respective agents or leave at the respective addresses, if any, given by the petitioner and respondent, as the case may be, particulars of the votes intended to be objected to and of the heads of objection to each vote, and shall file with the registrar one copy of such particulars and leave with him two additional copies for the use of the judges at the trial. R.R.O. 1960, Reg. 56, rule 23.

**24.** Where a petition alleges corrupt practices against a respondent or his agents, the petitioner shall, fourteen days before the day appointed for the trial, give to the respondent or his agent particulars in writing of the specific corrupt practices charged, specifying the persons alleged to have been guilty, together with their addresses, as far as known, and also specifying the times when and places where the specific corrupt practices were committed, and also of any illegal practices intended to be relied upon that may, in connection with the said alleged corrupt practices, affect the result of the election, and shall file with the registrar one copy of such particulars and leave with him two additional copies for the use of the judges at the trial. R.R.O. 1960, Reg. 56, rule 24.

**25.** Where, at the trial of a petition complaining of an undue election or return and claiming the seat for some person, the respondent intends to give evidence to prove that the election of the person was undue, the respondent shall, fourteen days before the day appointed for the trial, give to the petitioner or his agent particulars of the objections to the election or return upon which he intends to rely, and shall also file with the registrar one copy of such particulars and leave with him two additional copies for the use of the judges at the trial. R.R.O. 1960, Reg. 56, rule 25.

**26.** Where a petitioner in a cross petition under section 13 of the Act alleges that unlawful and corrupt acts were committed at the same election by any candidate who was not returned, he shall, fourteen days before the day appointed for the trial, give to the respondent or his agent particulars in writing of the alleged unlawful and corrupt acts of the candidate and shall also file with the registrar one copy of the particulars and leave with him two additional copies for the use of the judges at the trial. R.R.O. 1960, Reg. 56, rule 26.

**27.** The court or a judge may at any time order such further particulars as are necessary to prevent surprise and unnecessary expense and to ensure a fair and effectual trial, in the same manner as in ordinary proceedings in the Supreme Court, and upon such terms as are ordered. R.R.O. 1960, Reg. 56, rule 27.

**28.**—(1) The registrar shall allow inspection and, on request, shall furnish office copies of the particulars referred to in rules 23 to 27 to all parties concerned.

(2) No evidence shall be given against the validity of any vote or upon any head of objection or corrupt or illegal practice not specified in the particulars except by leave of the court or a judge upon such terms as are ordered. R.R.O. 1960, Reg. 56, rule 28.

LIST OF PETITIONS AND CROSS PETITIONS

29.—(1) In the list required to be made by sub-section 1 of section 32 of the Act, the registrar shall insert the names of the agents of the petitioner and respondent and the addresses to which notices may be sent, if any.

(2) The list may be inspected at the office of the registrar at any time during office hours and shall be put up for that purpose upon a notice board appropriated to proceedings under the Act and headed "The Controverted Elections Act". R.R.O. 1960, Reg. 56, rule 29.

TIME AND PLACE OF TRIAL

30.—(1) The time and place of the trial of each election petition shall be fixed by the judges on the rota and notice thereof shall be given in writing by the registrar fifteen days before the day appointed for the trial by posting up notice in his office and by sending by mail one copy to the address given by the petitioner, one copy to the address given by the respondent, if any, one copy to the Chief Election Officer and one copy to the sheriff.

(2) The sheriff shall forthwith publish the same in the electoral district.

(3) Either party may apply under this rule to a judge on the rota. R.R.O. 1960, Reg. 56, rule 30.

NOTICE OF TRIAL

31. The posting up of the notice of trial at the office of the registrar shall be deemed to be notice in the prescribed manner within the meaning of the Act, and the notice is not vitiated by any miscarriage of, or relating to, the copy or copies to be sent as required by these rules. R.R.O. 1960, Reg. 56, rule 31.

32. The notice of trial may be in the following form:

THE CONTROVERTED ELECTIONS ACT

Election Petition for the Electoral District of the (*state the place*). Take notice that the above petition

(*or petitions*) will be tried at.....on the .....day of....., 19...., and on such other subsequent days as may be needful.

Dated the.....day of....., 19....

By order .....  
Registrar of the Court of Appeal.  
R.R.O. 1960, Reg. 56, rule 32.

ELECTION COURTS

33.—(1) The title of the election court for the trial of an election petition may be as follows:

Court for the trial of the Election Petition for the Electoral District of the (*state the place*) between

....., Petitioner, and....., Respondent.

(2) It is sufficient to entitle all the proceedings in that court as set out in sub-rule 1. R.R.O. 1960, Reg. 56, rule 33.

34. The registrar of the election court shall perform all the functions incident to the officer of a court of record and also such duties as are prescribed for him, or directed by the judges. R.R.O. 1960, Reg. 56, rule 34.

DELIVERY OF POLL BOOKS, ETC.

35.—(1) The Chief Election Officer shall, on or before the day fixed for the trial, deliver, or cause to be delivered, to the registrar of the election court the poll books, and other documents relating to the election, for which the registrar shall give a receipt if required.

(2) The registrar shall keep the poll books and other documents in safe custody until the trial is over and then shall return them to the proper officer. R.R.O. 1960, Reg. 56, rule 35.

COPIES OF PETITION

36.—(1) At the time appointed for the trial of the election petition the petitioner shall leave with the registrar of the election court for the use of the judges at the trial, fairly written on one side of the paper only, a copy or copies of the petition and of all the proceedings thereon that show the several matters to be tried, including the copies of the particulars of objections or corrupt practices or illegal acts on either side left with the registrar of the Court of Appeal as directed by rules 23 to 26 and certified by him to be true copies.

(2) The judges may allow amendment of the said copy or copies.

(3) In default of such copy or copies being delivered, the judges may, upon such terms as to costs and otherwise as they see fit to impose,

- (a) refuse to try the petition;
- (b) allow a further time for delivery; or
- (c) adjourn the trial. R.R.O. 1960, Reg. 56, rule 36.



## POSTPONEMENT OF TRIAL

37. The judges assigned to try the election petition may from time to time postpone the beginning of the trial to such day as is named by order made upon the application of a party to the petition or by notice to be sent to the sheriff, in such form as is directed, and the notice, when received, shall be forthwith made public by the sheriff. R.R.O. 1960, Reg. 56, rule 37.

## ADJOURNMENT OF TRIAL

38. Where the judges do not arrive at the time appointed for the trial or at the time to which the trial is postponed, the commencement of the trial shall stand adjourned to the ensuing day, and so from day to day. R.R.O. 1960, Reg. 56, rule 38.

39.—(1) No formal adjournment of the election court is necessary, but the trial shall be deemed to be adjourned and may be continued from day to day until the inquiry is concluded.

(2) Where a judge who begins the trial is disabled by illness or otherwise, the trial may be recommended and concluded by another judge. R.R.O. 1960, Reg. 56, rule 39.

## WITNESSES

40. The reasonable costs of any witness shall be ascertained by the registrar of the election court and the certificate allowing them shall be under his hand, subject to an appeal to the trial judges. R.R.O. 1960, Reg. 56, rule 40.

41. The order of the election court or a judge to compel the attendance of a person as a witness may be in the following form:

Court for trial of the Election Petition for the Electoral District of the (*state the place*). The.....

day of....., 19.....

To A.B. (*describe the person*). You are hereby required to attend before the above Court at (*place*),

on the.....day of....., at the

hour of....., or forthwith (*as the case may be*), to be examined as a witness in the matter of the said petition, and to attend the said Court until your examination shall have been completed.

As witness my hand,

A.B.

*Judge of the said Court.*

R.R.O. 1960, Reg. 56, rule 41.

## CONTEMPT OF COURT

42.—(1) Where it is necessary to commit any person for contempt, the warrant may be as follows:

At a court held on.....at.....  
for the trial of the Election Petition for the Electoral District of (*state the place*) before The Honourable .....and the Honourable....., the Judges on the rota for the trial of election petitions, pursuant to *The Controverted Elections Act*.

Whereas, A.B., has this day been guilty, and is by the said court adjudged to be guilty, of a contempt thereof; the said court does, therefore, sentence the said A.B. for his said contempt to be imprisoned in the common jail of the county or city (*as the case may be*) of....., for the space of.....

calendar months, and to pay a fine of \$....., and to be further imprisoned in the said jail until the said fine be paid. And the court further orders that the sheriff of the said county (*or as the case may be*) and all constables and officers of the peace of any county or place where the said A.B. may be found, shall take the said A.B. into custody, and convey him to the said jail and there deliver him into the custody of the jailer to undergo his said sentence. And the court further orders the said jailer to receive the said A.B. into his custody, and that he shall be detained in the said jail in pursuance of the said sentence.

Dated the.....day of....., 19.....

(To be signed by the Judge or Judges.)

(2) The warrant may be made out and directed to the sheriff or other person having the execution of process of the Supreme Court, as the case may be, and to all constables and officers of the peace of the county or place where the person adjudged guilty of contempt is found.

(3) The warrant is sufficient without any further particularity and shall be executed by the persons to whom it is directed. R.R.O. 1960, Reg. 56, rule 42.

## RETURN OF FINDING ON PETITION

43. After the trial of an election petition, the judges shall return to the registrar the evidence and proceedings before the election court and the finding on the petition. R.R.O. 1960, Reg. 56, rule 43.

## WITHDRAWAL OF PETITION

44.—(1) Notice of an application for leave to withdraw a petition shall be in writing and signed by the petitioner or his agent.

(2) The notice shall state the ground on which the application is intended to be supported in the following form:

*The Controverted Elections Act.* The Electoral District of (*state the place*). Petition of (*state petitioner*),



against (*state respondent*), presented. . . . . day  
of . . . . ., 19 . . . .

The petitioner proposes to apply to withdraw his petition upon the following ground (*here state the ground*), and prays that a day be appointed for hearing his application.

Dated this . . . . . day of . . . . ., 19 . . . .

(Signature of Applicant)

(3) The notice of application for leave to withdraw shall be delivered to the registrar. R.R.O. 1960, Reg. 56, rule 44.

**45.** Such proof of *bona fides* of the application to withdraw as the court or a judge requires or directs shall be given by affidavit or otherwise. R.R.O. 1960, Reg. 56, rule 45.

**46.**—(1) A copy of the notice of intention of the petitioner to apply for leave to withdraw his petition shall be given by the petitioner to the respondent and to the returning officer, who shall make it public in the electoral district to which it relates.

(2) The petitioner shall forthwith publish the notice in at least one newspaper published or circulating in the electoral district, if any.

(3) The notice may be in the following form:

*The Controverted Elections Act.* Election Petition for the Electoral District of the (*state the place*) in

which . . . . . is petitioner, and . . . . . is respondent. Notice is hereby given that the above

petitioner has on the . . . . . day of . . . . . lodged at the office of the registrar notice of an application to withdraw the petition, on the following ground (*set it out*). And take notice that any person who might have been a petitioner in respect of the said election may, within ten days after the publication of this notice, give notice to the registrar in writing, of his intention on the hearing to apply for leave to be substituted as a petitioner.

A.B.,  
Returning Officer.

R.R.O. 1960, Reg. 56, rule 46.

**47.** Any person who might have been a petitioner in respect of the election to which a petition relates may, within ten days after notice is published by the returning officer under sub-rule 1 of rule 49, give notice in writing, signed by him or on his behalf, to the registrar of his intention to apply at the hearing of the application to withdraw, to be substituted for the petitioner, but the absence of such notice does not defeat his application if it is in fact made at the

hearing of the application to withdraw the petition. R.R.O. 1960, Reg. 56, rule 47.

**48.**—(1) The time and place for hearing the application shall be fixed by a judge of the court, but the time shall not be less than a week after the notice of the intention to apply to be substituted for the petitioner has been given to the registrar.

(2) Notice of the time and place appointed for the hearing of the application shall be given to any person who has given notice to the registrar of intention to apply to be substituted as the petitioner, and otherwise in such manner and at such time as the court or a judge directs. R.R.O. 1960, Reg. 56, rule 48.

#### ABATEMENT OF PETITION

**49.**—(1) Notice of the abatement of a petition shall be given by the party or person interested, and shall be published in the same manner as notice of an application to withdraw a petition.

(2) The time within which application may be made to be substituted as a petitioner is fourteen days after the notice of such abatement is published by the returning officer, or such other time as upon consideration of any special circumstances the court or a judge allows. R.R.O. 1960, Reg. 56, rule 49.

#### DEATH OF RESPONDENT OR VACANCY IN SEAT

**50.**—(1) If the respondent dies or if the Legislative Assembly resolves that his seat is vacant, or if he gives notice that he does not intend to oppose the petition, any person entitled to be a petitioner in respect of the election to which the petition relates may give notice of the fact in the electoral district by causing the notice to be published in at least one newspaper published or circulating in the electoral district, if any, and by leaving a copy of the notice signed by him or on his behalf with the returning officer, and a like copy with the registrar.

(2) The respondent shall give notice to the court that he does not intend to oppose the petition by leaving the notice in writing in triplicate at the office of the registrar signed by the respondent or his agent, at any time before the judges on the rota fix the day for the trial of the election petition.

(3) Upon the notice being left at the office of the registrar, the registrar shall forthwith send one of the copies by mail to the petitioner or his agent, and another to the returning officer who shall cause it to be published in the electoral district.

(4) The time for applying to be admitted as a respondent in either of the events provided for in section 73 of the Act and sub-rule 1 is within ten days after the notice is given as prescribed in this rule or such other time as the court or a judge allows. R.R.O. 1960, Reg. 56, rule 50.

## PUBLICATION

51. One publication of any matter required to be published by the returning officer or sheriff under these rules shall be deemed sufficient and shall be paid for by the petitioner or person moving in the matter and the costs of the publication form part of the general costs of the petition, unless otherwise ordered. R.R.O. 1960, Reg. 56, rule 51.

APPLICATION FOR LEAVE TO WITHDRAW AFTER  
NOTICE OF TRIAL

52. If notice of the petitioner's intention to apply for leave to withdraw or of the abatement of the petition by the death of the petitioner or survivor of several petitioners or of the happening of any of the events mentioned in section 73 of the Act is received after notice of trial has been given, and before the trial has commenced, the court or a judge may order a countermand of the notice of trial and a postponement of the case as prescribed by section 42 of the Act. R.R.O. 1960, Reg. 56, rule 52.

## COSTS

53. The order of the court or a judge for the payment of costs has the same force as an order made by the Supreme Court or a judge thereof, and shall be enforced in like manner. R.R.O. 1960, Reg. 56, rule 53.

## TAXING COSTS

54. Costs shall be taxed by a taxing officer upon the order of the court or a judge by whom the costs are directed to be paid and, when taxed, may be recovered by execution in the ordinary way or, where there is money in the bank available for such purpose, it may be applied *pro tanto* by order of the court or a judge and execution shall issue only for the deficiency. R.R.O. 1960, Reg. 56, rule 54.

## FEES

55. The fees payable for proceedings under the Act and these rules are the same as those payable, if any, for like proceedings according to the present practice of the Supreme Court. R.R.O. 1960, Reg. 56, rule 55.

## INTERLOCUTORY QUESTIONS

56. All interlocutory questions and matters shall be heard and disposed of before a judge of the Court of Appeal in chambers or before one of the judges on the rota, who have the same jurisdiction over the proceedings as a judge in chambers in the ordinary proceedings of the Supreme Court. R.R.O. 1960, Reg. 56, rule 56.

## TIME

57. The court or a judge has power to increase, enlarge or abridge the time appointed by these rules or fixed by any order enlarging time, for doing any act, or taking any proceedings, upon such terms, if any, as the justice of the case requires, and the enlargement may be ordered or relief given although the application therefor is not made until after the expiration of the time appointed or allowed, or until the time has begun to run. R.R.O. 1960, Reg. 56, rule 57.

58. Any order or decision of a single judge under rule 56 or 57 is subject to appeal to the full court. R.R.O. 1960, Reg. 56, rule 58.

## FORMAL OBJECTION NOT TO DEFEAT PROCEEDINGS

59. No proceedings under the Act shall be defeated by any formal objection. R.R.O. 1960, Reg. 56, rule 59.

## POSTING OF RULES IN OFFICE OF REGISTRAR

60. Any rule made or to be made under the Act shall be published by being put up in the office of the registrar. R.R.O. 1960, Reg. 56, rule 60.





REGULATION 130

under The Co-operative Loans Act

GENERAL

- 1. An application to the Board by a co-operative association for a loan shall be in Form 1. R.R.O. 1960, Reg. 57, s. 1.
- 2. An agreement entered into by a co-operative association and the Minister under section 3 of the Act shall be in Form 2. R.R.O. 1960, Reg. 57, s. 2.

3.—(1) The annual or other reports, returns and statements that shall be made to the Board by each co-operative association having a loan under the Act are,

- (a) an annual statement of its operations;
- (b) an annual financial statement and report;
- (c) the auditor's annual financial statement and report of its operations; and
- (d) such other reports, returns and statements as the Board requires.

(2) The co-operative association shall send by prepaid post to the Board a copy of the annual statement of its operations and the annual financial statement and report required under clauses a and b of subsection 1 within ninety days after the close of its fiscal year.

(3) Subject to subsection 4, the co-operative association shall send by prepaid post to the Board the auditor's financial statement and report of its operations or a certified copy thereof within ten days after the co-operative association receives the financial statement and report of its operations from the auditor.

(4) Where a co-operative association gives to its members a notice of an annual meeting and the notice is accompanied by an auditor's financial statement and report of its operations, the co-operative association shall send by prepaid post to the Board a copy of the notice together with a certified copy of the auditor's financial statement and report of its operations at least ten days before the date of the holding of the annual meeting. R.R.O. 1960, Reg. 57, s. 3.

Form 1

The Co-operative Loans Act

APPLICATION FOR LOAN

To: The Co-operative Loans Board of Ontario,  
Parliament Buildings,  
Toronto.

Under *The Co-operative Loans Act* and the regulations, and subject to the limitations thereof,  
.....applies for a loan of .....dollars, (\$) )  
(name of co-operative association)

and in support of this application the following facts are stated:

- 1. Business address.....
- 2. Date of incorporation.....
- 3. Number of directors.....
- 4. Number of directors provided for in by-laws.....
- 5. The names and address of the manager and the officers of the co-operative association are:  
Manager.....Address.....  
President.....Address.....  
Vice-president.....Address.....

Secretary.....Address.....

Other officers (specify).....

.....

6. Purposes of business now conducted.....

.....

7. Purpose of loan.....

.....

.....

8. Authorized capital (if any) \$..... comprising.....shares having a par value of \$.....  
(number)  
each.

9. The co-operative association is financed as follows:

	Amount subscribed	Maturity date
i. By shares	\$.....	.....
ii. By member loans	\$.....	.....
	\$.....	.....
	\$.....	.....
iii. By debentures	\$.....	.....
iv. By deferred patronage dividends	\$.....	.....
	\$.....	.....
	\$.....	.....
	\$.....	.....
	\$.....	.....
v. By other means (give details)	.....	.....
	.....	.....

10. Fiscal year ends with the.....of.....  
(day) (month)

11. A certified copy of the auditor's report for the fiscal year ending.....and the interim  
financial statement of the current year to date accompany this application.

12. Name and address of auditor:.....

13. Name of Bank and branch address where business is conducted:.....

14. Descriptions and locations of the real property of the co-operative association on which this application  
for a loan is made:.....

.....

15. Assessed value of property \$.....
16. Taxes payable on property last year (give details):.....
17. Are taxes in arrears?..... If so, give details.....
18. Is the property on which this application for a loan is made now mortgaged or encumbered?.....  
(If so, give details).....
19. Is any other property of the co-operative association mortgaged or encumbered?.....  
(If so, give details).....
- Dated at.....the.....day of.....,19.....

.....  
(name of co-operative association)

.....  
(president)

.....  
(secretary)

R.R.O. 1960, Reg. 57, Form 1.

Form 2

*The Co-operative Loans Act*

AGREEMENT

MEMORANDUM OF AGREEMENT made this.....day of....., 19....

BETWEEN:

.....  
(name of co-operative association)

a body corporate and politic having its head office in the  
.....of....., in the County of.....,  
hereinafter called  
THE "CO-OPERATIVE ASSOCIATION"

OF THE FIRST PART,

—and—

THE MINISTER OF AGRICULTURE AND FOOD OF THE PROVINCE  
OF ONTARIO (hereinafter called the "Minister"),

OF THE SECOND PART.

WHEREAS the Co-operative Association has applied to the Co-operative Loans Board of Ontario under *The Co-operative Loans Act* for a loan of.....Dollars (\$.....) by the Lieutenant Governor in Council upon the security of the real property of the co-operative association upon which the loan is to be made, more particularly described in Schedule "A" annexed hereto, and upon the security of the chattels of the Co-operative Association described in Schedule "B" annexed hereto.

1. NOW THIS AGREEMENT WITNESSETH that in consideration of the loan being made, THE CO-OPERATIVE ASSOCIATION COVENANTS,



- (a) to execute in favour of the Treasurer of Ontario first mortgage security in accordance with the provisions of the Act;
- (b) to employ a manager approved by the Minister, and to continue to employ a manager so approved until the said loan and interest thereon have paid in full;
- (c) to carry on the same business as is now by it carried on, but the Minister may consent to a change in the business carried on and such consent shall not be deemed to permit a further change in the business without his consent;
- (d) to apply the loan for the purpose stated in its application therefor;
- (e) to transfer or sell no asset that is included in the security for the loan, without the consent of the Minister.

2. The Co-operative Association represents that it has complied with the provisions of *The Co-operative Loans Act*, Part V of *The Corporations Act*, and the regulations.

3. PROVIDED that should the Co-operative Association be in breach of any of the covenants in this agreement, or otherwise violate any of the provisions of *The Co-operative Loans Act*, or the regulations, the balance of principal and interest thereon secured by mortgage given by the Co-operative Association in favour of the Treasurer of Ontario shall thereupon become due and payable.

AND PROVIDED FURTHER that the provisions of this agreement shall be read along with the said mortgage and shall be deemed a part thereof.

IN WITNESS WHEREOF the Co-operative Association has hereunto affixed its corporate seal attested by its proper officers in that behalf, and the Minister of Agriculture and Food has affixed the seal of the Department attested by his signature.

SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF

.....  
(name of co-operative association)  
  
.....  
(president)  
  
.....  
(secretary)  
  
.....  
(Minister of Agriculture and Food)

**REGULATION 131****under The Coroners Act****FEEs**

1. The fee for a certificate issued under subsection 1 of section 10 of the Act is \$10. O. Reg. 196/66, s. 1.

## REGULATION 132

### under The Coroners Act

#### FORMS

1. A coroner's warrant to take possession of the body of a deceased person shall be in Form 1. R.R.O. 1960, Reg. 58, s. 1.

2. A coroner's warrant to bury the body of a deceased person shall be in Form 2. R.R.O. 1960, Reg. 58, s. 2.

3. A coroner's declaration upon issuing his warrant to bury the body of a deceased person shall be in Form 3. R.R.O. 1960, Reg. 58, s. 3.

4. A coroner's warrant for the holding of an inquest shall be in Form 4. R.R.O. 1960, Reg. 58, s. 4.

5. A coroner's declaration upon issuing his warrant for the holding of an inquest shall be in Form 5. R.R.O. 1960, Reg. 58, s. 5.

6. A coroner's warrant for a *post mortem* examination shall be in Form 6. R.R.O. 1960, Reg. 58, s. 6.

7. A constable's summons to a juror shall be in Form 7. R.R.O. 1960, Reg. 58, s. 7.

8. A coroner's summons to a witness shall be in Form 8. R.R.O. 1960, Reg. 58, s. 8.

9. A coroner's direction dispensing with a viewing of the body by a jury shall be in Form 9. R.R.O. 1960, Reg. 58, s. 9.

10. A constable's return in respect of jurors shall be in Form 10. R.R.O. 1960, Reg. 58, s. 10.

11. A juror's recognizance shall be in Form 11. R.R.O. 1960, Reg. 58, s. 11.

12. The verdict or finding of a coroner's jury shall be in Form 12. R.R.O. 1960, Reg. 58, s. 12.

#### Form 1

##### *The Coroners Act*

#### CORONER'S WARRANT TO TAKE POSSESSION OF THE BODY OF A DECEASED PERSON

To THE CONSTABLES of the.....of.....  
in the.....of.....

Under *The Coroners Act* I command you to take possession forthwith of the body of.....  
....., a deceased person, now at.....

Dated this.....day of....., 19.....  
at.....

.....  
Coroner

for the.....of.....

R.R.O. 1960, Reg. 58, Form 1.

#### Form 2

##### *The Coroners Act*

#### CORONER'S WARRANT TO BURY THE BODY OF A DECEASED PERSON

Under *The Coroners Act* I issue this warrant to bury the body of.....

a deceased person, now at.....

Dated this.....day of....., 19...  
at.....

.....  
Coroner

for the.....of.....

NOTE: This is not a burial permit under *The Vital Statistics Act*. A BURIAL PERMIT UNDER THAT ACT IS ALSO REQUIRED.

R.R.O. 1960, Reg. 58, Form 2.

#### Form 3

##### *The Coroners Act*

#### CORONER'S DECLARATION UPON ISSUING HIS WARRANT TO BURY THE BODY OF A DECEASED PERSON

I, ....., a Coroner  
for the.....of....., solemnly  
declare that:



1. I have investigated the circumstances of the death of.....  
a deceased person, whose body lay at.....  
.....on the.....day of....., 19.....
2. The result of my investigation is as follows:
3. I issued a warrant to bury the body on the following grounds:

And I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

DECLARED before me at the  
.....of.....  
this.....day of....., 19.....

.....

A Commissioner for taking affidavits.  
R.R.O. 1960, Reg. 58, Form 3, *revised*.

Form 4

*The Coroners Act*

CORONER'S WARRANT FOR HOLDING AN INQUEST

To....., a constable  
.....of.....in the.....of.....

Under *The Coroners Act* I command you to summon five persons qualified under this Act to serve as jurors personally to appear before me at.....  
on the.....day of....., 19..... at.... o'clock in the.....noon at an inquest upon the body of....., a deceased person.

And I further command you to appear before me at that time and place and make a return of those you have summoned.

Dated this.....day of....., 19.....  
at.....  
.....  
Coroner  
for the.....of.....  
R.R.O. 1960, Reg. 58, Form 4.

Form 5

*The Coroners Act*

CORONER'S DECLARATION UPON ISSUING HIS WARRANT FOR HOLDING AN INQUEST

I, .....,  
of the.....of....., in the.....  
of....., a Coroner for the.....of....., solemnly declare that:

1. I have viewed the body of.....  
....., a deceased person, now at.....and have investigated the circumstances of the death.
2. The result of my investigation is as follows:
3. The ground upon which I determined that an inquest should be held are as follows:

And I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

DECLARED before me at the  
.....of.....  
this.....day of....., 19.....

.....

A Commissioner for taking affidavits.  
R.R.O. 1960, Reg. 58, Form 5.

Form 6

*The Coroners Act*

CORONER'S WARRANT FOR *POST MORTEM* EXAMINATION

To....., of the.....

of.....in the.....of.....,  
a legally qualified medical practitioner.

Under *The Coroners Act* I direct that a *post mortem*  
examination be made by you of the body of.....  
....., a deceased person,  
now at.....and that an analysis  
be made by you of the.....  
and that the following special examination or analysis  
be made by you:

Dated this.....day of.....19.....,  
at.....

.....  
Coroner  
for the.....of.....

R.R.O. 1960, Reg. 58, Form 6.

Form 7

*The Coroners Act*

CONSTABLE'S SUMMONS TO A JUROR

To.....  
....., of.....in the  
.....of.....

Under a warrant issued by.....,  
Coroner for the.....of....., you are  
hereby summoned personally to be and appear before  
him as a juror at.....  
on the.....day of.....at.....o'clock  
in the.....noon, at the inquest upon the body of  
....., a deceased person.

Dated this.....day of....., 19.....  
at.....

.....  
Constable

R.R.O. 1960, Reg. 58, Form 7.

Form 8

*The Coroners Act*

CORONER'S SUMMONS TO A WITNESS

To.....  
in the.....of.....  
.....of.....

Under *The Coroners Act* I summon you to appear  
personally before me at.....  
on the.....day of.....at.....o'clock  
in the.....noon and attend the inquest upon the  
body of....., a deceased person,  
now at....., and to give evidence  
touching the death.

Dated this.....day of....., 19.....  
at.....

.....  
Coroner  
for the.....of.....  
R.R.O. 1960, Reg. 58, Form 8.

Form 9

*The Coroners Act*

CORONER'S DIRECTION DISPENSING WITH  
VIEW BY JURY

Under *The Coroners Act* I direct that viewing by  
the jury of the body of.....,  
a deceased person, now at.....,  
be dispensed with.

Dated this.....day of....., 19.....  
at.....

.....  
Coroner  
for the.....of.....  
I consent to the above direction.

Dated this.....day of.....  
at.....  
.....  
Crown Attorney  
for the.....of.....  
R.R.O. 1960, Reg. 58, Form 9.

Form 10

The Coroners Act

RETURN OF CONSTABLE

I,.....  
of.....make oath and say:

1. I am a constable of the.....  
of.....

2. Under the CORONER'S WARRANT FOR HOLDING  
AN INQUEST issued by.....  
....., coroner for the.....  
of....., on the.....day of  
....., 19....., the following persons  
were summoned to appear before him on the  
.....day of....., 19.....  
at.....o'clock in the.....noon as jurors  
at the inquest upon the body of.....  
a deceased person:

3. Each person so summoned is qualified under  
the Act to serve as a juror.

SWORN before me this  
.....day of.....  
19.... at.....  
A Commissioner for  
taking affidavits

R.R.O. 1960, Reg. 58, Form 10.

Form 11

The Coroners Act

JUROR'S RECOGNIZANCE

On the.....day of....., 19.....

.....of.....  
.....of.....  
.....of.....  
.....of.....  
.....of.....

personally appeared before me and each acknow-  
ledged himself to owe to Her Majesty the Queen  
in right of Ontario the sum of \$.....to be  
made and levied of his goods, chattels, lands and  
tenements for Her Majesty's use upon condition  
that if he personally appears before me on the

.....day of.....  
19... at.....o'clock in the.....noon at....

at the inquest upon the body of.....  
a deceased person, his recognizance shall be void.

Taken and acknowledged

this.....day of.....  
19... at.....

A Coroner for the.....of.....

R.R.O. 1960, Reg. 58, Form 11.

Form 12

The Coroners Act

VERDICT OR FINDING OF CORONER'S JURY

We, .....of.....  
.....of.....  
.....of.....  
.....of.....  
.....of.....  
the jurymen serving on the inquest upon the body of  
....., a deceased person,  
held at.....on the.....day  
of....., 19....by.....  
coroner for the.....of....., having  
been duly sworn and upon the viewing of the body



having been dispensed with, say that.....,  
the deceased person came to h...death at.....  
o'clock in the.....noon on the.....day of  
....., 19...at.....  
and that the death was caused by.....

Signatures of jurors

.....  
.....  
.....  
.....  
.....

This verdict or finding received  
by me this.....day of.....,  
19.....  
.....  
Coroner  
for the.....of.....

Where the jury has viewed the body strike out  
the words "having been dispensed with".

R.R.O. 1960, Reg. 58, Form 12.

REGULATION 133

under The Corporation Securities Registration Act

FEEES

- 1. The Minister is entitled to receive for services under the Act the following fees:
- 1. For filing a mortgage, charge, assignment of book debts or other document,
  - (a) where the principal amount is \$100,000 or less..... \$10.00
  - (b) where the principal amount is \$500,000 or less, but exceeds \$100,000..... 15.00
  - (c) where the principal amount is \$1,000,000 or less, but exceeds \$500,000..... 20.00
  - (d) where the principal amount exceeds \$1,000,000..... 25.00
- 2. For filing an assignment of mortgage, charge or assignment of book debts.. 2.00

- 3. For filing a discharge or partial discharge of mortgage, charge or assignment of book debts..... 2.00
- 4. For general inspection of the books or records,
  - (a) in respect of any one corporation.. 2.00
  - (b) in respect of any additional corporation, where the search is made upon the same day..... .50
- 5. For production, for inspection, of any mortgage, charge, assignment or document..... .50
- 6. For copies of any papers—per foolscap page..... .50
- 7. For certificates, if required..... 1.00

R.R.O. 1960, Reg. 59, s. 1.

# THE

AMERICAN

REPUBLICAN

OF THE

UNITED STATES

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REGULATION 134

under The Corporations Act

EVIDENCE OF *BONA FIDES*  
ON APPLICATIONS

INCORPORATION

1. Evidence of the *bona fides* of every application for incorporation of a company shall be furnished by filing with the application an affidavit by one of the applicants in the following form:

AFFIDAVIT OF BONA FIDES

PROVINCE OF ONTARIO		In the matter of <i>The Corporations Act</i> and of the application of.....
.....of.....		.....
To WIT:		..... and others for incorporation
		as.....Limited

I,.....  
(name in full)  
of the.....of.....in the.....of  
.....in the Province of Ontario,.....  
(calling)  
make oath and say that:

- 1. I am one of the applicants herein.
- 2. I have a knowledge of the matter and the statements in the annexed application contained are, to the best of my knowledge and belief, true in substance and in fact.
- 3. Each of the applicants signing the application is of ~~twenty~~one or more years of age and his name and description have been accurately set out in the application.
- 4. I have satisfied myself that no public or private interest will be prejudicially affected by the incorporation of the company aforesaid.
- 5. To the best of my knowledge and belief, the proposed name of the company is not objectionable on any public grounds and is not the same as or similar to the name of any known corporation, association, partnership, individual or business so as to be likely to deceive.
- 6. The application is made in good faith and is not made for any improper purpose.

SWORN before me at the		
.....of.....in the		..... (signature of applicant)
.....of.....		
this.....day of		
....., 19....		
A Commissioner, etc.		

R.R.O. 1960, Reg. 60, s. 1; O. Reg. 96/63, s. 1.

2. Evidence of the *bona fides* of every application for incorporation of a corporation without share capital shall be furnished by filing with the application an affidavit by one of the applicants in the following form:

AFFIDAVIT OF BONA FIDES

PROVINCE OF ONTARIO		In the matter of <i>The Corporations Act</i> and of the application of.....
.....of.....		..... and others for incorporation
To WIT:		as.....

I,.....  
(name in full)  
of the.....of.....in the.....of  
.....in the Province of Ontario,.....  
(calling)

make oath and say that:

- 1. I am one of the applicants herein.
- 2. I have a knowledge of the matter and the statements in the annexed application contained are, to the best of my knowledge and belief, true in substance and in fact.
- 3. Each of the applicants signing the application is of twenty-one or more years of age, and his name and description have been accurately set out in the application.
- 4. I have satisfied myself that no public or private interest will be prejudicially affected by the incorporation of the corporation aforesaid.

5. To the best of my knowledge and belief, the proposed name of the corporation is not objectionable on any public grounds and is not the same as or similar to the name of any known corporation, association, partnership, individual or business so as to be likely to deceive.

6. The application is made in good faith and is not made for any improper purpose.

SWORN before me at the

....of.....in the

(signature of applicant)

.....of.....

this.....day of

....., 19....

A Commissioner, etc.

R.R.O. 1960, Reg. 60, s. 2; O. Reg. 96/63, s. 2.

3. Upon an application for incorporation of a corporation to which Part V of the Act applies,

(a) the applicants shall file a draft of the proposed by-laws of the corporation; and

(b) the Minister may require, in addition, an affidavit by one of the applicants setting out,

(i) the nature of the proposed undertaking,

(ii) the manner in which the surplus funds of the corporation are to be distributed, and

(iii) the approximate number of the shareholders or members immediately following incorporation of the corporation. R.R.O. 1960, Reg. 60, s. 3.

#### SUPPLEMENTARY LETTERS PATENT

4.—(1) Evidence of the *bona fides* of every application by a company for the issue of supplementary letters patent shall be furnished by filling with the application,

(a) an affidavit by a witness to the execution of the application verifying the signatures to the application and the impression of the seal of the company;

(b) an affidavit by two officers or by one officer and one director of the company verifying the statements contained in the application;

(c) where the application is under clauses *a* to *n* of subsection 1 of section 35 of the Act, an affidavit by an officer of the company setting out that the application has been authorized by a resolution passed by the directors giving the date thereof and,

(i) confirmed with or without variation by at least two-thirds of the votes cast at a general meeting of the shareholders of the company, duly called for that purpose, giving the date of the meeting, or

(ii) confirmed by the consent in writing of all the shareholders entitled to vote at the meeting,

and having attached as an exhibit to the affidavit a copy of the resolution duly certified under the seal of the company and, in the case of confirmation at a general meeting of the shareholders, having attached to the affidavit, in addition, the following exhibits:

1. A certified copy of the proceedings at the meeting of the shareholders with respect to the confirmation of the resolution.

2. A certified extract from the by-laws of the company with respect to the calling of meetings of the shareholders.

3. Except where all the shareholders entitled to notice of the meeting have waived in writing the notice and except where the meeting was held without notice pursuant to the by-laws of the company in that behalf, a certified copy of the notice given to all the shareholders in accordance with the by-laws of the company and evidence that the notice was sent in accordance with the by-laws;

(d) where the application is under clause *g* of subsection 1 of section 35 of the Act and the supplementary letters patent are to change issued shares with par value into issued shares without par value, in addition to the affidavit required by clause *c*, an affidavit by an officer of the company or a *pro forma* balance sheet after giving effect to the supplementary letters patent, showing the capital that is to be set against the issued shares without par value resulting from the change;

(e) where the application is under clauses *o* to *r* of subsection 1 of section 35 of the Act, an affidavit by an officer of the company



setting out that the application has been authorized by a resolution of the board of directors, giving the date thereof and having attached as an exhibit to the affidavit a copy of the resolution duly certified under the seal of the company and confirmed in writing,

- (i) by 100 per cent of the shareholders, or
- (ii) by at least 95 per cent of the shareholders holding at least 95 per cent of the issued capital,

and, where the confirmation if given by the method referred to in subclause ii, the affidavit shall further state that twenty-one days notice of the application has been given by sending the notice to each shareholder to his last address as shown on the books of the company, and that at the expiration of the twenty-one days none of the shareholders has dissented in writing to the company, and shall have attached as an exhibit to the affidavit a certified copy of the notice; and

- (f) where the application is to delete or vary any preference, right, condition, restriction, limitation or prohibition attaching to any class of preference shares or to create preference shares ranking in priority to or on a parity with an existing class of preference shares, in addition to an affidavit required by clause *c*, an affidavit by an officer of the company setting out that the application has been authorized in accordance with subsection 4, 5 or 6 of section 35 of the Act, as the case may be. R.R.O. 1960, Reg. 60, s. 4 (1).

(2) Where the application is under clause *b* of subsection 1 of section 35 of the Act, the affidavit required by clause *c* of subsection 1 shall set out in addition that, to the best of the deponent's knowledge and belief, the new name is not objectionable on any public grounds and is not the same or similar to the name of any known corporation, association, partnership, individual or business so as to be likely to deceive, except those corporations, associations, partnerships, individuals or businesses who are listed and whose consent in writing is filed. O. Reg. 342/64, s. 1.

(3) Where the application is under clause *b* of subsection 1 of section 35 of the Act, the company shall establish to the satisfaction of the Minister that it is solvent. O. Reg. 342/64, s. 1.

(4) For the purposes of subsection 3, a company is deemed to be insolvent if its liabilities exceed the realizable value of its assets or if the company is unable to pay its debts as they become due. O. Reg. 342/64, s. 1.

(5) Where the application is under clause *d* of subsection 1 of section 35 of the Act and the supplementary letters patent are to authorize the repayment of capital to the shareholders, the affidavit required by clause *c* of subsection 1 shall be accompanied by a copy of the most recent financial statement of the company together with the auditor's report thereon.

(6) Where the application is under clause *o* of subsection 1 of section 35 of the Act, the affidavit required by clause *e* of subsection 1 shall set out, in addition, that the number of shareholders of the company, exclusive of persons who are in the employment of the company, does not exceed fifty, two or more persons holding one or more shares jointly being counted as a single shareholder. R.R.O. 1960, Reg. 60, s. 4 (5, 6).

5.—(1) Evidence of the *bona fides* of every application by a corporation without share capital for the issue of supplementary letters patent shall be furnished by filing with the application,

- (a) an affidavit by a witness to the execution of the application verifying the signatures to the application and the impression of the seal of the corporation;
- (b) an affidavit by two officers or by one officer and one director of the corporation verifying the statements contained in the application;
- (c) where the application is under clauses *a* to *d* of subsection 1 of section 132 of the Act, an affidavit by an officer of the corporation setting out that the application has been authorized by a resolution passed by the directors, giving the date thereof, and,

- (i) confirmed with or without variation by at least two-thirds of the votes cast at a general meeting of the members of the corporation duly called for that purpose, giving the date of the meeting, or
- (ii) confirmed by the consent in writing of all the members entitled to vote at the meeting,

and having attached as an exhibit to the affidavit a copy of the resolution duly certified under the seal of the corporation and, in the case of confirmation at a general meeting of the members, having attached to the affidavit, in addition, the following exhibits:

- 1. A certified copy of the proceedings at the meeting of the members with respect to the confirmation of the resolution.



2. A certified extract from the by-laws of the corporation with respect to the calling of meetings of the members.

3. Except where all the members entitled to notice of the meeting have waived in writing the notice and except where the meeting was held without notice pursuant to the by-laws of the corporation in that behalf, a certified copy of the notice given to all the members in accordance with the by-laws of the corporation and evidence that the notice was sent in accordance with the by-laws; and

(d) where the application is under clauses *e* to *g* of subsection 1 of section 132 of the Act, an affidavit by an officer of the corporation setting out that the application has been authorized by a resolution of the board of directors giving the date thereof and having attached as an exhibit to the affidavit a copy of the resolution duly certified under the seal of the corporation, and confirmed in writing,

(i) by 100 per cent of the members, or

(ii) by at least 95 per cent of the members,

and, where the confirmation is by the method referred to in subclause ii, the affidavit shall further state that twenty-one days notice of the application has been given by sending the notice to each member to his last address as shown on the books of the corporation and that at the expiration of the twenty-one days none of the members has dissented in writing to the corporation, and shall have attached as an exhibit to the affidavit a certified copy of the notice. R.R.O. 1960, Reg. 60, s. 5 (1).

(2) Where the application is under clause *b* of subsection 1 of section 132 of the Act, the affidavit required by clause *c* of subsection 1 shall set out in addition that, to the best of the deponent's knowledge and belief, the new name is not objectionable on any public grounds and is not the same as or similar to the name of any known corporation, association, partnership, individual or business so as to be likely to deceive, except those corporations, associations, partnerships, individuals or businesses who are listed and whose consent in writing is filed. O. Reg. 342/64, s. 2.

(3) Where the application is under clause *b* of subsection 1 of section 132 of the Act, the corporation shall establish to the satisfaction of the Minister that it is solvent. O. Reg. 342/64, s. 2.

(4) For the purposes of subsection 3, a corporation is deemed to be insolvent if its liabilities exceed the realizable value of its assets or if the corporation is unable to pay its debts as they become due. O. Reg. 342/64, s. 2.

#### BOOKS REMOVED FROM HEAD OFFICE

6. An application by a corporation for an order under subsection 3 of section 334 of the Act shall,

(a) set out,

(i) the name of the corporation,

(ii) the date and manner of incorporation of the corporation,

(iii) that the corporation is not in default in filing its annual returns under *The Corporations Information Act*, or a predecessor of that Act, and

(iv) that a substantial number of the shareholders or members of the corporation live in or in the vicinity of the place in which it is desired to keep the minutes, documents, registers, books of accounts and accounting records and that it is a matter of convenience to have them removed to that place;

(b) be dated;

(c) be under the seal of the corporation; and

(d) be signed by two officers or by one officer and one director of the corporation. R.R.O. 1960, Reg. 60, s. 6.

7.—(1) Subject to subsection 2, evidence of the *bona fides* of every application by a corporation for an order under subsection 3 of section 334 of the Act shall be furnished by filing with the application,

(a) an affidavit by a witness to the execution of the application verifying the signatures to the application and the impression of the seal of the corporation;

(b) an affidavit by two officers or by one officer and one director of the corporation verifying the statements contained in the application;

(c) an affidavit by an officer of the corporation setting out that the application has been authorized,

(i) by a majority of the votes cast at a meeting of its shareholders or members duly called for that purpose, giving the date of the meeting, or

- (ii) by the consent in writing of all the shareholders or members of the corporation entitled to vote at the meeting,

and, when the authorization is by the method referred to in subclause i, having attached as exhibits to the affidavit,

- (iii) a copy of the resolution duly certified under the seal of the corporation,
  - (iv) a certified extract from the minutes of the meeting of the shareholders or members with respect to the resolution,
  - (v) a certified extract from the by-laws of the corporation with respect to the calling of meetings of shareholders or members, and
  - (vi) except where all the shareholders or members entitled to notice of the meeting have waived in writing the notice and except where the meeting was held without notice pursuant to the by-laws of the corporation in that behalf, a certified copy of the notice given to all the shareholders or members in accordance with the by-laws of the corporation and evidence that the notice was sent in accordance with the by-laws;
- (d) a power of attorney duly executed under the seal of the corporation appointing a resident of Ontario, or a corporation having its head office in Ontario, to be the attorney and representative in Ontario of the corporation;
- (e) the consent of the attorney to act as such together with an affidavit verifying the execution of the consent;

- (f) an undertaking by the corporation duly executed under the seal of the corporation and signed by two officers or by one officer and one director of the corporation that, upon application to the Minister by any person entitled thereto for the inspection of the minutes, documents, registers, books of account and accounting records of the corporation mentioned in subsection 1 of section 334 of the Act, the corporation shall, upon the request of the Minister return forthwith to the head office of the corporation such of its minutes, documents, registers, books of account and accounting records as have been removed therefrom pursuant to an order made under subsection 3 of section 334 of the Act;

- (g) an affidavit by a witness to the execution of the undertaking mentioned in clause f verifying the signatures to the application and the impression of the seal of the corporation; and

- (h) a bond of a guarantee company within the meaning of *The Guarantee Companies Securities Act* to the Treasurer of Ontario.

(2) Clauses d, e, f, g and h of subsection 1 do not apply to an application to keep the minutes, documents, registers, books, books of account and accounting records mentioned in subsection 1 of section 334 of the Act at a place or places within Ontario.

(3) The power of attorney mentioned in clause d of subsection 1 shall,

- (a) include words expressly authorizing the attorney to act as such and to sue and to be sued, plead and be impleaded in any court in Ontario and generally on behalf of the corporation and within Ontario to accept service of process and to receive all lawful notices and, for the purposes of the corporation, to do all acts and to execute all deeds and other instruments relating to the matters within the scope of the power of attorney; and
- (b) provide that, until due lawful notice of the appointment of another and subsequent attorney has been given to and accepted by the Minister, service of process or of papers and notices upon the person or corporation mentioned in the original or other power last filed with the Minister shall be accepted by the corporation as sufficient service in the premises.

(4) The bond mentioned in clause h of subsection 1 shall be in the following form:

#### BOND OF A GUARANTEE COMPANY

Whereas subsection 1 of section 334 of *The Corporations Act* provides that the minutes, documents, registers, books of account and accounting records mentioned therein shall except as provided therein be kept at the head office of the corporation;

And whereas subsection 3 of the said section 334 provides that, upon necessity therefor being shown and adequate assurance given that the minutes, documents, registers, books of account and accounting records mentioned in the said subsection 1 may be inspected by any person entitled thereto at the head office or some other place in Ontario designated by the Minister after application to him for such inspection, he may upon such terms as he sees fit by order permit any corporation to keep such of them at such place or places other than the head office as he sees fit;



And whereas the corporation hereinafter named has applied for an order under the said subsection 3;

And whereas the Minister has directed that, as a condition of making the said order, these presents be executed;

Now therefore these presents witness that  
.....is held and firmly  
(name of surety)

bound unto the Treasurer of Ontario for the time being in the penal sum of \$5,000 to be paid to the Treasurer of Ontario for the time being or to any person who may be entitled upon assignment from the Treasurer of Ontario for the time being to recover the sum hereby secured for which payment well and

truly to be made.....binds itself, its  
(name of surety)

successors and assigns firmly by these presents.

In witness whereof.....has caused its cor-  
(name of surety)

porate seal to be affixed hereto by the hands of its proper officers in that behalf this.....day of

....., 19....

The condition of this obligation is such that if

.....doth at all  
(name of corporation)

proper times allow the minutes, documents, registers, books of account and accounting records mentioned in subsection 1 of section 334 of *The Corporations Act* to be inspected at the head office of the said corporation by any person entitled thereto as the Minister may direct from time to time by due notice to the said corporation, after application to him by such person for such inspection and, if the auditors of the said corporation are at all times persons who are licensed by The Public Accountants Council for the Province of Ontario or who are members in good standing in an institute or association of accountants incorporated under the authority of the Legislature of any Province of Canada, then this obligation is to be void, otherwise to remain in full force and virtue.

Provided that, if the said Surety at any time gives two calendar months notice in writing to the Treasurer of Ontario of intention to terminate this suretyship, then this obligation shall cease and determine as of the date of such termination. Notice of any claim hereunder shall be made upon the Surety within one year following the date of termination as herein provided. R.R.O. 1960, Reg. 60, s. 7 (1-3, 6).

8. An application by a corporation for an order under subsection 5 of section 334 of the Act shall,

(a) set out,

(i) the name of the corporation,

(ii) the date and manner of incorporation of the corporation,

(iii) that the corporation is not in default in filing its annual returns under *The Corporations Information Act* or a predecessor of that Act,

(iv) particulars of the order made under subsection 3 of section 334 of the Act or a predecessor of that subsection,

(v) that the corporation has returned to the head office all the minutes, documents, registers, books of account and accounting records that were removed from the head office, listing them, and that they are now at the head office of the corporation, giving the location of the head office, including the street and number thereof, if any, and

(vi) a request that the order mentioned in subclause iv be rescinded and a statement that the request is made *bona fide* and not for any improper purpose;

(b) be dated;

(c) be under the seal of the corporation; and

(d) be signed by two officers or by one officer and one director of the corporation. R.R.O. 1960, Reg. 60, s. 8.

9. Evidence of the *bona fides* of every application by a corporation for an order under subsection 5 of section 334 of the Act shall be furnished by filing with the application,

(a) an affidavit by a witness to the execution of the application verifying the signatures to the application and the impression of the seal of the corporation; and

(b) an affidavit by two officers or by one officer and one director of the corporation verifying the statements contained in the application. R.R.O. 1960, Reg. 60, s. 9.

#### CHANGE OF PREMISES

10. Evidence of the *bona fides* of every application under subsection 1 of section 308 of the Act shall be furnished by filing with the application,



- (a) an affidavit by a witness to the execution of the application verifying the signatures to the application and the impression of the seal of the corporation;
- (b) an affidavit by two officers or by one officer and one director of the corporation verifying the statements contained in the application; and
- (c) a copy of the resolution of the directors of the corporation authorizing the application, certified under the seal of the corporation. R.R.O. 1960, Reg. 60, s. 10.

#### SURRENDER OF CHARTER

11. Evidence of the *bona fides* of every application for an order accepting the surrender of the charter of a corporation shall be furnished by filing with the application,

- (a) an affidavit by a witness to the execution of the application verifying the signatures to the application and the impression of the seal of the corporation;
- (b) an affidavit by two officers or by one officer and one director of the corporation verifying the statements contained in the application;
- (c) an affidavit by an officer of the corporation setting out that the application has been authorized,
  - (i) by a majority of the votes cast, or by such other vote as the letters patent or supplementary letters patent of the corporation provide, at a meeting of its shareholders or members duly called for that purpose, giving the date of the meeting, or
  - (ii) by the consent in writing of all the shareholders or members of the corporation entitled to vote at the meeting,

and having attached as an exhibit to the affidavit, a certified copy of the notice of the intentions of the corporation to surrender its charter published in *The Ontario Gazette* and in a newspaper published at or as near as may be to the place where the corporation has its head office, and, where the application has been authorized in the manner set out in subclause i, having attached to the affidavit, in addition, the following exhibits:

- 1. A copy of the resolution duly certified under the seal of the corporation.

- 2. A certified extract from the minutes of the meeting of the shareholders or members with respect to the resolution.
- 3. A certified extract from the by-laws of the corporation in respect of the calling of meetings of shareholders or members.
- 4. Except where all the shareholders or members entitled to notice of the meeting have waived in writing the notice and except where the meeting was held without notice pursuant to the by-laws of the corporation in that behalf, a certified copy of the notice given to all the shareholders or members in accordance with the by-laws of the corporation and evidence that the notice was sent in accordance with the by-laws; and
- (d) the letters patent and supplementary letters patent, if any, of the corporation and any other documents amending the letters patent of the corporation and, where they or any of them are lost or cannot be located, an affidavit by an officer of the corporation to that effect and an undertaking by him to return them to the Minister if they are found at any time in the future. R.R.O. 1960, Reg. 60, s. 11.

#### TERMINATION OF EXISTENCE

12. Evidence of the *bona fides* of every application for an order under section 350 of the Act shall be furnished by filing with the application *mutatis mutandis*, the affidavits mentioned in clauses a, b and c of section 11 together with proof of incorporation of the corporation in the form of a copy of its instrument of incorporation and any amendments thereto certified by the proper officer who is authorized for the purpose. R.R.O. 1960, Reg. 60, s. 12.

#### REVIVAL OF CORPORATION

13. Evidence of the *bona fides* of every application for an order under subsection 10 of section 347 of the Act shall be furnished by filing with the application,

- (a) an affidavit by a witness to the execution of the application verifying the signature to the application and, where the applicant is a corporation, verifying the signatures to the application and the impression of the seal of the applicant; and
- (b) an affidavit by the applicant and, where the applicant is a corporation, an affidavit by two officers or by one officer and one director of the applicant, verifying the statements contained in the application. R.R.O. 1960, Reg. 60, s. 13.

## REGULATION 135

### under The Corporations Act

#### GENERAL

##### INCORPORATION

1. An application for incorporation of a company shall be in Form 1. R.R.O. 1960, Reg. 61, s. 2.

2. An application for incorporation of a corporation without share capital shall be in Form 2. R.R.O. 1960, Reg. 61, s. 3.

##### NAME

3. Where the name of a corporation to be incorporated is the same as or similar to the name of any known corporation so as to be, in the opinion of the Minister, likely to deceive, the name of the corporation to be incorporated shall contain such variations from that of the known corporation as the Minister determines. R.R.O. 1960, Reg. 61, s. 5.

4. The word "amalgamated" shall not be included in the name of a corporation unless the corporation is an amalgamated corporation resulting from the amalgamation of two or more corporations. R.R.O. 1960, Reg. 61, s. 10.

5. The word "housing" shall not be included in the name of a corporation unless the corporation is sponsored by or connected with the Government of Canada or the Government of Ontario. O. Reg. 491/70, s. 2.

6. The name of a company shall not have included therein the word "veteran" or any abbreviation or derivation thereof unless there has been a long and continuous prior user of the name. R.R.O. 1960, Reg. 61, s. 12.

7. The name of a fraternal society incorporated under section 206 of the Act shall include the words "fraternal society". R.R.O. 1960, Reg. 61, s. 15.

8. The name of a pension fund or employees' mutual benefit society incorporated under section 215 of the Act shall include the words "pension fund society" or "employees' mutual benefit society" and the name in whole or in part of the parent corporation. R.R.O. 1960, Reg. 61, s. 16.

9. Where a person has reserved a name and at the expiration of the period for which the name has been reserved no corporation under that name or a similar name has been incorporated, no person shall apply for the reservation of the name or a similar name until the expiration of one year thereafter. R.R.O. 1960, Reg. 61, s. 17.

#### OBJECTS

10. The objects of a corporation shall not include that of horse racing or that of dog racing. R.R.O. 1960, Reg. 61, s. 18.

11. The objects of a corporation to which Part V of the Act applies shall contain as the first word thereof the word "co-operatively". R.R.O. 1960, Reg. 61, s. 22.

12.—(1) Where the objects of a corporation, other than a corporation commonly known as a service club, are in whole or in part of a social nature, the letters patent or supplementary letters patent of the corporation shall limit the location of,

(a) its activities;

(b) its clubhouse or premises; or

(c) both.

(2) Where the objects of a corporation are in whole or in part of a social nature, the letters patent or supplementary letters patent of the corporation shall contain the following:

And it is hereby ordained and declared that the corporation is prohibited from occupying and using a house, room or place as a club that, except for paragraph *a* of subsection 2 of section 168 of the *Criminal Code* (Canada), would be a common gaming house within the meaning of paragraph *d* of subsection 1 of the said section 168; and if it is made to appear to the satisfaction of the Minister that the corporation purports so to use a house, room or place, these letters patent may be cancelled by and in the discretion of the Lieutenant Governor;

And it is hereby further ordained and declared that if it is made to appear to the satisfaction of the Minister that the premises occupied by the corporation are equipped, guarded or otherwise constructed or operated so as to hinder or prevent lawful access to and inspection of such premises by police or fire officers or are found fitted or provided with any means or contrivance for playing any game of chance or any mixed game of chance and skill, gaming or betting or with any device for concealing, removing or destroying such means or contrivance, these letters patent may be cancelled by and in the discretion of the Lieutenant Governor. R.R.O. 1960, Reg. 61, s. 23.



13.—(1) In subsection 2, “war veteran” means a person who served in the armed forces of any country while that country was in a state of war.

(2) Where,

- (a) the name of a corporation without share capital includes the word “veteran” or any abbreviation or derivation thereof; or
- (b) the objects of the corporation include the promotion of interests of war veterans,

the letters patent of the corporation shall provide that at all times at least 95 per cent of the members of the corporation shall be war veterans. R.R.O. 1960, Reg. 61, s. 24.

#### CAPITAL

14. Where a company has more than one class of preference shares, the classes of preference shares shall be designated in order of priority,

- (a) in a numerical or alphabetical sequence but not in a combination thereof; or
- (b) by the use of the words “prior” and “subsequent” or words of like import. R.R.O. 1960, Reg. 61, s. 28.

15. Where the preferences, rights, conditions, restrictions, limitations or prohibitions attaching to preference shares of a class prohibit the right to vote, the word “non-voting” shall form part of the designation of that class of preference shares. R.R.O. 1960, Reg. 61, s. 29.

16. Where the preferences, rights, conditions, restrictions, limitations or prohibitions attaching to preference shares of a class confer upon the holders thereof a preference or right over the holders of shares of another class of shares, whether preference or common, in respect of dividends, such preference or right shall not confer upon the holders thereof a preference or right to an amount by way of dividend in excess of 20 per cent per annum of,

- (a) the par value of that class of preference shares, if with par value; or
- (b) the issued capital attributable to that class of preference shares if without par value. O. Reg. 491/70, s. 8.

17. The preferences, rights, conditions, restrictions, limitations or prohibitions attaching to preference shares of a class shall not prohibit the payment of dividends to the holders of that class of shares. R.R.O. 1960, Reg. 61, s. 31.

18. Where the preferences, rights, conditions, restrictions, limitations or prohibitions attaching to preference shares of a class provide for the payment of

a premium in the case of repayment of capital, redemption or purchase for cancellation, then, in any of those cases, the premium shall not exceed 20 per cent of the amount paid on the shares of that class. R.R.O. 1960, Reg. 61, s. 32.

19. Where the preference shares of a class have attached thereto conditions, restrictions or limitations on the right to vote, the preferences, rights, conditions, restrictions or limitations attaching to that class of preference shares shall not condition, restrict or limit the right to vote,

- (a) if the preferences, rights, conditions, restrictions, limitations or prohibitions confer upon the holders thereof a preference or right in respect of cumulative dividends,
  - (i) when the dividends have not been paid for a period aggregating two years, and
  - (ii) until all arrears of the dividends have been paid; and
- (b) if the preferences, rights, conditions, restrictions, limitations or prohibitions confer upon the holders thereof a preference or right in respect of non-cumulative dividends,
  - (i) when the dividends have not been paid for a period of two consecutive years, and
  - (ii) until the dividends have been paid for a period of two consecutive years. R.R.O. 1960, Reg. 61, s. 33.

20. Where preference shares of a class have attached thereto conditions, restrictions, limitations or prohibitions on the right to vote, the preferences, rights, conditions, restrictions, limitations or prohibitions attaching to that class of preference shares shall provide that the holders of that class are entitled to notice of meetings of shareholders called for the purpose of authorizing the dissolution of the company or the sale of its undertaking or a substantial part thereof. R.R.O. 1960, Reg. 61, s. 34.

#### SUPPLEMENTARY LETTERS PATENT

21. An application by a company for the issue of supplementary letters patent shall,

- (a) set out,
  - (i) the name of the company,
  - (ii) the date and manner of incorporation of the company,
  - (iii) where the application is under clauses c to i of subsection 1 of section 35 of the Act, the authorized capital and the issued capital of the company,



- (iv) that the company is not in default in filing its annual returns under *The Corporations Information Act* or a predecessor of that Act,
- (v) where the application is under clauses *a* to *n* of subsection 1 of section 35 of the Act, that the application has been authorized by a special resolution,
- (vi) where the application is under clauses *o* to *r* of subsection 1 of section 35 of the Act, that the application has been authorized as required by subsection 3 of section 35 of the Act, and
- (vii) that the supplementary letters patent are not desired for any improper purpose and are necessary and expedient in the interest of the company;

(b) be dated;

(c) be under the seal of the company; and

(d) be signed by two officers or by one officer and one director of the company. R.R.O. 1960, Reg. 61, s. 35.

**22.** An application by a corporation without share capital for the issue of supplementary letters patent shall,

(a) set out,

- (i) the name of the corporation,
- (ii) the date and manner of incorporation of the corporation,
- (iii) that the corporation is not in default in filing its annual returns under *The Corporations Information Act* or a predecessor of that Act;
- (iv) where the application is under clauses *a* to *d* of subsection 1 of section 132 of the Act, that the application has been authorized by a special resolution,
- (v) where the application is under clauses *e* to *g* of subsection 1 of section 132 of the Act, that the application has been authorized as required by subsection 3 of section 132 of the Act, and
- (v) where the application is under clauses *e* to *g* of subsection 1 of section 132 proper purpose and are deemed necessary and expedient in the interest of the corporation;

(b) be dated;

(c) be under the seal of the corporation; and

(d) be signed by two officers or by one officer and one director of the corporation. R.R.O. 1960, Reg. 61, s. 36.

#### CHANGE OF PREMISES

**23.** An application under subsection 1 of section 308 of the Act shall,

(a) set out,

- (i) the name and the date and manner of incorporation of the corporation,
- (ii) that the corporation is not in default in filing its annual returns under *The Corporations Information Act* or a predecessor of that Act,

(iii) the location of its premises,

(iv) the location of its proposed premises,

(v) that the application has been authorized by a resolution passed by the directors, giving the date thereof, and

(vi) a request for the consent of the Minister to the proposed change of location of its premises;

(b) be dated;

(c) be under the seal of the corporation; and

(d) be signed by two officers or by one officer and one director of the corporation. R.R.O. 1960, Reg. 61, s. 37.

#### SURRENDER OF CHARTER

**24.** The letters patent or supplementary letters patent of a private company may provide that an application for an order accepting the surrender of the charter of the company may be authorized at a general meeting of its shareholders duly called for that purpose by a majority of the votes cast thereat or by at least 50 per cent of the votes of all shareholders entitled to vote at the meeting. R.R.O. 1960, Reg. 61, s. 38.

**25.—(1)** An application for an order accepting the surrender of the charter of a corporation shall,

(a) set out,

(i) the name of the corporation,

(ii) the date of incorporation of the corporation,

(iii) that the corporation is not in default in filing its annual returns under *The Corporations Information Act* or a predecessor of that Act,

(iv) that the surrender of its charter has been authorized as required by clause *a* of subsection 1 of section 349 of the Act,

(v) that it has parted with its property by distributing its property rateably among its shareholders or members, according to their rights or interests in the corporation,

(vi) that it has no debts, obligations or liabilities or that its debts, obligations or liabilities have been duly provided for or protected or that its creditors or other persons having interests in its debts, obligations or liabilities consent, as the case may be,

(vii) that there are no proceedings pending in any court against it, and

(viii) that it has given notice of its intention to surrender its charter by publication once in *The Ontario Gazette* and once in a newspaper published at or as near as may be to the place where the corporation has its head office;

(b) be dated;

(c) be under the seal of the corporation; and

(d) be signed by two officers or by one officer and one director of the corporation.

(2) Where a shareholder or member is unknown or his whereabouts is unknown and the corporation has delivered or conveyed his share of the property to the Public Trustee to be held in trust for him or where a creditor is unknown or his whereabouts is unknown and the corporation has paid to the Public Trustee an amount equal to the amount of the debt due to the creditor to be held in trust for the creditor, the application shall set out a statement to that effect and the application shall be accompanied by a duplicate original or a notarial copy of the agreement with the Public Trustee. R.R.O. 1960, Reg. 61, s. 39.

#### TERMINATION OF CORPORATE EXISTENCE

26. An application by a corporation for an order under section 350 of the Act shall comply *mutatis mutandis* with the provisions of section 24. R.R.O. 1960, Reg. 61, s. 40.

#### REVIVAL OF CORPORATION

27. An application for an order under subsection 10 of section 347 of the Act shall,

(a) show,

(i) the name, and the date and manner of incorporation, of the corporation,

(ii) the interest of the applicant in the corporation,

(iii) that the default of the corporation that led to its dissolution was due to the inadvertence, accident or neglect of the directors or officers of the corporation,

(iv) that the dissolution has resulted or will result in loss or serious inconvenience to the corporation or to the applicant, or that the revival is being sought by the applicant for the purpose of permitting the corporation to complete or carry out a contract entered into by it before its dissolution, as the case may be,

(v) that the annual returns required to be filed by the corporation under *The Corporations Information Act* or a predecessor of that Act have been filed and the prescribed fees payable on the filing of such returns have been paid to the date of dissolution and that all other defaults of the corporation to the date of dissolution have been remedied, and

(vi) that, since the date of dissolution, no corporation has been incorporated under a name the same as or similar to that of the dissolved corporation or, if it has, the name that is to be substituted for that of the dissolved corporation;

(b) be dated; and

(c) be signed by the applicant and, where the applicant is a corporation, be under the seal of the applicant and be signed by two officers or by one officer and one director of the applicant. R.R.O. 1960, Reg. 61, s. 41.

#### MISCELLANEOUS

28. Where the letters patent or supplementary letters patent of a corporation provide that the directors of the corporation shall be elected for a term of more than one year, the term shall be an integral number of years not exceeding five. R.R.O. 1960, Reg. 61, s. 42.



29.—(1) Notice of a by-law passed under section 133 of the Act to be filed with the Minister shall be signed manually by a director or officer of the corporation.

(2) Notice of a resolution requiring the voluntary winding up of a corporation to be filed with the Minister shall be signed manually by a director or officer of the corporation or by the liquidator.

(3) Notice to be filed with the Minister under subsection 2 of section 296 of the Act shall be signed manually by the liquidator.

(4) Notice of a special resolution of a corporation,

- (a) changing the location of its head office; or
- (b) increasing or decreasing the number of its directors,

to be filed with the Minister shall be signed manually by a director or officer of the corporation. R.R.O. 1960, Reg. 61, s. 43.

#### EXTRA-PROVINCIAL CORPORATIONS

30. In sections 32 and 34 and in Schedule 2, "further licence" means a licence under Part IX of the Act issued to a corporation to which a licence under that Part or a predecessor of that Part has previously been issued and is still in force. R.R.O. 1960, Reg. 61, s. 44.

31. Any corporation incorporated under the law of the Province of Quebec is exempt from Part IX of the Act. R.R.O. 1960, Reg. 61, s. 45.

32. Except where a further licence is issued to a corporation,

- (a) if the corporation has changed its name, authorizing the corporation under its new name to exercise in Ontario the powers contained in its previous licence; or
- (b) extending, limiting or otherwise varying the powers that the corporation may exercise in Ontario,

every licence issued under Part IX of the Act shall set out the amount of capital that the corporation may use in Ontario. R.R.O. 1960, Reg. 61, s. 46.

33.—(1) An application by an extra-provincial corporation for a licence under Part IX of the Act shall,

- (a) set out,
  - (i) its corporate name,
  - (ii) the name of the jurisdiction under the laws of which the corporation was incorporated,

- (iii) the date and manner of its incorporation,
  - (iv) the place where its head office is situated,
  - (v) whether its existence is limited by statute or otherwise and, if so, the date its existence expires and whether its existence may be lawfully extended,
  - (vi) whether it is a valid and subsisting corporation,
  - (vii) whether it has capacity to carry on business in Ontario,
  - (viii) whether it has capacity to hold land and, if so, the conditions, if any, under which land is to be held,
  - (ix) its authorized powers in full,
  - (x) the powers that it desires to exercise in Ontario,
  - (xi) the amount of its authorized capital and whether the capital is divided into shares and, if so, how,
  - (xii) the amount of its subscribed capital,
  - (xiii) the amount of its paid-up capital,
  - (xiv) the amount of capital that the corporation desires authority to use in Ontario,
  - (xv) the location of its principal office or other chief place of business in Ontario,
  - (xvi) that it has authorized the making of the application,
  - (xvii) that it has duly appointed an attorney as its representative for service of process, and
  - (xviii) the name, description and place of residence of the attorney;
- (b) be dated;
- (c) be under the seal of the corporation; and
- (d) be signed by two officers or by one officer and one director of the corporation.
- (2) The application shall be accompanied by,
- (a) an affidavit by a witness to the execution of the application, verifying the signatures to the application and the impression of the seal of the corporation;



- (b) an affidavit by an officer of the corporation,
- (i) verifying the statements contained in the application, and

- (ii) setting out that, to the best of his knowledge and belief, the name of the corporation is not objectionable upon any public grounds and is not the same as or similar to the name of any known corporation, association, partnership, individual or business so as to be likely to deceive, except those corporations, associations, partnerships, individuals or businesses who are listed and whose consent in writing is filed;

- (c) a certified copy of the resolution of the directors of the corporation, authorizing the application;

- (d) a copy of the special Act, letters patent or articles of association or other constating instrument, and amendments thereto, if any, creating the corporation, certified by the officer of the incorporating jurisdiction who is authorized to so certify;

- (e) a power of attorney appointing a person resident in Ontario or a company having its head office in Ontario to be the attorney and representative in Ontario of the corporation; and

- (f) the consent of the attorney to act as such together with an affidavit verifying the execution of the consent.

(3) The power of attorney mentioned in clause *e* of subsection 2 shall,

- (a) include words expressly authorizing the attorney to act as such, and to sue and to be sued, plead and be impleaded in any court in Ontario, and generally on behalf of the corporation and within Ontario to accept service of process and to receive all lawful notices and, for the purposes of the corporation, to do all acts and to execute all deeds and other instruments relating to the matters within the scope of the power of attorney; and

- (b) provide that, until due lawful notice of the appointment of another and subsequent attorney has been given to and accepted by the Minister, service of process or of papers and notices upon the person or company mentioned in the original or other power last filed with the Minister shall be accepted by the corporation as sufficient service in the premises. R.R.O. 1960, Reg. 61, s. 47.

34. An application by an extra-provincial corporation for a further licence shall,

- (a) set out particulars of any previous licence or licences, issued to it under Part IX of the Act or a predecessor of that Part, that are still in force; and

- (b) comply with section 33,

but it is not necessary to set out in the application any of the information required by clause *a* of subsection 1 of section 33 in respect of which there has been no change from that set out in the application for the previous licence under Part IX of the Act or a predecessor of that Part and it is not necessary to file with the application for the further licence any of the documents mentioned in clauses *d*, *e* and *f* of subsection 2 of section 33 that have been filed with the application for the previous licence. R.R.O. 1960, Reg. 61, s. 48.

#### FEEES

35. In Schedule 1, "aggregate capital" means the total of the amounts computed as follows:

1. In respect of shares with par value the amount obtained by multiplying the number of the shares by the par value thereof or by 50 cents, whichever is the greater.
2. In respect of shares without par value where the aggregate consideration exceeding which all the shares may not be issued is set out in the letters patent, the amount of the aggregate consideration or the amount obtained by multiplying the number of shares by 50 cents, whichever is the greater.
3. In respect of shares without par value where the consideration exceeding which each share may not be issued is set out in the letters patent, the amount obtained by multiplying the number of shares by the consideration or by 50 cents, whichever is the greater.
4. In respect of shares without par value where no aggregate consideration exceeding which all the shares may not be issued or, where no consideration exceeding which each share may not be issued, is set out in the letters patent, the amount obtained by multiplying the number of shares by \$200.
5. In respect of issued shares without par value resulting from a change of issued shares with par value or a subdivision of issued shares without par value, the amount of capital set against the issued shares without par value resulting from the change or subdivision or the amount obtained by multiplying the number of shares resulting from the change or subdivision by 50 cents, whichever is the greater. R.R.O. 1960, Reg. 61, s. 49; O. Reg. 491/70, s. 9.

36. The fees set out in Schedule 1 shall be paid on applications, returns, filings and all transactions under Parts I to VIII of the Act. R.R.O. 1960, Reg. 61, s. 50.

37. The fees for licences under Part IX of the Act are those set out in Schedule 2. R.R.O. 1960, Reg. 61, s. 51.

38. The fees shall be paid to the Treasurer of Ontario. R.R.O. 1960, Reg. 61, s. 52.

39. No fees are payable in respect of searches under item 11, or in respect of copies of documents under item 12, of Schedule 1 by,

- (a) any department of the Government of Ontario, or any agency, board or commission thereof, including the offices of sheriff, local master of titles and registrar of deeds;
- (b) any department of government of any other province of Canada or any agency, board or commission thereof having reciprocal arrangements;
- (c) any department of the Government of Canada or any agency, board or commission thereof; or
- (d) the police department and fire department of any municipality in Ontario. O. Reg. 491/70, s. 10.

REFUNDS

40.—(1) Where a fee has been paid on an application for incorporation, letters patent of amalgamation or continuation, supplementary letters patent or an order or for a licence under Part IX of the Act, and the application is withdrawn or abandoned, subject to subsection 2, 50 per cent of the amount of the prescribed fee therefor shall be retained and the remainder, if any, shall be repaid to the person who paid it or to his legal representative.

(2) Where an application referred to in subsection 1 is in respect of a corporation that has objects of a charitable nature, the full amount of the fee that has been paid shall be repaid. R.R.O. 1960, Reg. 61, s. 54.

Schedule 1

INCORPORATION OF A COMPANY

1. On applications for incorporation of companies:

i. Aggregate capital	Fee
\$40,000 or less but subject to sub-item ii	\$125

Exceeding \$40,000 but not exceeding \$100,000	\$125 plus \$1.25 for every \$1,000 or fractional part thereof in excess of \$40,000
--	--

Exceeding \$100,000 but not exceeding \$500,000	\$200 plus 65 cents for every \$1,000 or fractional part thereof in excess of \$100,000
---	---

Exceeding \$500,000 but not exceeding \$2,000,000	\$460 plus 30 cents for every \$1,000 or fractional part thereof in excess of \$500,000
---	---

Exceeding \$2,000,000	\$910 plus 25 cents for every \$1,000 or fractional part thereof in excess of \$2,000,000
-----------------------	---

ii. Where the aggregate capital does not exceed \$40,000 in the case of co-operative companies, a fee of \$20, and where the aggregate capital exceeds \$40,000 a fee computed in accordance with sub-item i.

AMALGAMATION AND CONTINUATION OF COMPANIES

2. On applications for letters patent amalgamating or continuing companies, a fee based on the aggregate capital of the amalgamated or continued company and computed in accordance with item 1.

INCORPORATION OF A CORPORATION WITHOUT SHARE CAPITAL

3. On applications for incorporation of corporations without share capital,

- (a) for corporations other than co-operative corporations, where the interest of members is transferable, a fee of \$100; and
- (b) for other corporations, a fee of \$20.

AMALGAMATION AND CONTINUATION OF CORPORATIONS WITHOUT SHARE CAPITAL

4. On applications for letters patent amalgamating or continuing corporations without share capital, a fee computed in accordance with item 3.



SUPPLEMENTARY LETTERS PATENT

5. On applications by companies for the issue of supplementary letters patent,

- (a) changing the name of a company, a fee of \$65;
- (b) increasing or redividing authorized capital or subdividing or changing shares, a fee based on item 1, computed on the difference between the aggregate capital computed after giving effect to the issue of the supplementary letters patent and the aggregate capital immediately prior to the issue of the supplementary letters patent but giving effect to any decrease of authorized capital, as if letters patent were being issued with an aggregate capital equal to the amount of the difference but in no case less than \$125;
- (c) for any other purpose, a fee of \$125.

6. On applications by corporations without share capital for the issue of supplementary letters patent,

- (a) changing the name of a corporation, a fee of \$10;
- (b) converting a corporation without share capital into a company, a fee based on the aggregate capital of the company and computed in accordance with item 1;
- (c) providing that the interest of a member is transferable, a fee of \$100; or
- (d) for any other purpose, the same fee as would be payable upon an application for incorporation.

ORDERS

7. On application for an order,

- (a) accepting the surrender of a charter except as hereinafter otherwise provided. . . . . \$20
- (b) accepting the surrender of the charter of a corporation that may be incorporated for a fee of \$20. . . . . 10
- (c) terminating the corporate existence of a corporation incorporated otherwise than by letters patent, the same fee as would be payable for an order accepting the surrender of the charter of the corporation if the corporation were incorporated by letters patent;
- (d) under subsection 3 of section 334 of the Act. . . . . 100

(e) rescinding an order made under subsection 3 of section 334 of the Act. . . 10

(f) confirming a by-law authorizing the distribution of the property of a company. . . . . 50

(g) reviving corporate powers, a fee equal to 50 per cent of the fees payable,

(i) in respect of a company, for incorporation of the company with its present aggregate capital; and

(ii) in respect of a corporation without share capital, for incorporation of the corporation; or

(h) under subsection 10 of section 347 of the Act, a fee equal to 50 per cent of the fees payable,

(i) in respect of a company, for incorporation of the company with its aggregate capital immediately prior to its dissolution; and

(ii) in respect of a corporation without share capital, for incorporation of the corporation.

CONSENT RE PREMISES

8. On applications under subsection 1 of section 308 of the Act,

(a) in respect of a company, a fee of \$100; and

(b) in respect of a corporation without share capital, the same fee as would be payable upon an application for incorporation.

CORRECTION OF ERRORS

9. On an application for the correction of errors in letters patent, supplementary letters patent or an order before publication of notice of the issue thereof in *The Ontario Gazette*, a fee of \$20.

FILING DOCUMENTS

10. For filing any document of a company or corporation required under the Act, \$5.

FEES FOR SEARCHES

11. For searches in the department of documents on file under the Act, in the department,



- (a) personal search in respect of one corporation .....\$2
- (b) search by letter in respect of one corporation .....\$2

## FEE FOR COPIES

12. For copies of documents on file under the Act in the department,

- (a) for copies of papers, 50 cents a page, with a minimum fee of \$2 in respect of one corporation;
- (b) for certification of copies of papers, letters patent, supplementary letters patent, orders and licences, \$10, in respect of one corporation.

## FEES FOR CERTIFICATES

13. For a certificate in respect of a corporation, \$10.

14. For a certificate of incorporation, \$5.

15. For a certificate of incorporation of a credit union, \$5. R.R.O. 1960, Reg. 61, Sched. 1; O. Reg. 296/62, s. 1; O. Reg. 491/70, s. 11.

## Schedule 2

## EXTRA-PROVINCIAL CORPORATIONS

1. Where the amount of capital that the corporation may use in Ontario authorized by the licence is,

- (a) not in excess of \$40,000, the fee is \$125;
- (b) in excess of \$40,000, but not in excess of \$100,000, the fee is \$125 plus \$1.25 for every \$1,000 or fractional part thereof in excess of \$40,000;
- (c) in excess of \$100,000 but not in excess of \$500,000, the fee is \$200 plus 65 cents for every \$1,000 or fractional part thereof in excess of \$100,000;
- (d) in excess of \$500,000 but not in excess of \$2,000,000, the fee is \$460 plus 30 cents for every \$1,000 or fractional part thereof in excess of \$500,000; or
- (e) in excess of \$2,000,000, the fee is \$910 plus 25 cents for every \$1,000 or fractional part thereof in excess of \$2,000,000.

2. For a further licence,

- (a) increasing the amount of capital that a corporation may use in Ontario, the fee is based on item 1 but computed on the amount of the increase;

- (b) if a corporation has changed its name, authorizing the corporation under its new name to exercise the powers contained in its previous licence, the fee is \$65; or
- (c) extending the powers that a corporation may exercise in Ontario, the fee is \$125. R.R.O. 1960, Reg. 61, Sched. 2; O. Reg. 11/65, s. 2.

## Form 1

*The Corporations Act*APPLICATION FOR INCORPORATION  
OF A COMPANY

To His Honour The Lieutenant Governor:

Application of:

.....of the.....of  
(names in full)

.....in the.....of.....  
(county or district) (calling)

.....of the.....of  
(names in full)

.....in the.....of.....  
(county or district) (calling)

.....of the.....of  
(names in full)

.....in the.....of.....  
(county or district) (calling)

.....of the.....of  
(names in full)

.....in the.....of.....  
(county or district) (calling)

.....of the.....of  
(names in full)

.....in the.....of.....  
(county or district) (calling)

We, the applicants, hereby apply to Your Honour to issue, by letters patent, a charter under *The Corporations Act* constituting us and any others who become shareholders of the company thereby created a company and in support thereof state the following:

1. Each of the applicants is twenty-one or more years of age.

\*2. The name of the company to be incorporated is.....Limited.

3. The objects for which the company is to be incorporated are:

.....
.....
.....

4. The head office of the company is to be situate

..... of .....
(status of municipality) (name of municipality)

in the ..... of .....

(county or district)

in the Province of Ontario.

5. The authorized capital of the company is to be

.....
(if all shares are with par value, state amount of
.....
authorized capital in dollars or other currency)

divided into

\*\*

6. The names of the applicants who are to be the

first directors of the company are.....

.....
.....
.....

\*\*\*7. The class and number of shares to be taken by each applicant and the amount to be paid therefor are as follows:

Applicants	Class and number of shares to be taken	Amount to be paid
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Dated this.....day of....., 19....

Signatures of witnesses	Signatures of applicants
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

\*Section 9 of the Act is as follows:

9. On an application for letters patent, supplementary letters patent or an order, the Lieutenant Governor may give the corporation a name different from its proposed or existing name, may vary the objects or other provisions of the application and may impose such conditions as he deems proper.

\*\*Paragraphs 5, 6, 7 and 10 of subsection 1 of section 19 of the Act are as follows:

5. The authorized capital, the classes of shares, if any, into which it is to be divided, the number of shares of each class, and the par value of each share, or, where the shares are to be without par value, the consideration, if any, exceeding which each share or the aggregate consideration, if any, exceeding which all the shares of each class may not be issued.

6. Where there are to be preference shares, the preferences, rights, conditions, restrictions, limitations or prohibitions attaching to them or each class of them.

7. Where the company is to be a private company, a statement to that effect and the restrictions to be placed on the transfer of its shares.

10. Any other matters that the applicants desire to have included in the letters patent.

If the company is to be subject to Part IV, V or VI of the Act, set out a statement to that effect.

\*\*\*Section 20 of the Act is as follows:

20. Upon incorporation of a company, each applicant becomes a shareholder holding the class and number of shares stated in the application to be taken by him and is liable to the company for the amount to be paid therefor.

AFFIDAVIT OF WITNESS

PROVINCE OF ONTARIO | In the matter of *The Corporations Act* and of the  
 .....of..... | application of.....  
 To Wit: | and others for incorpora-  
 | tion as.....Limited

I,.....  
 (name in full)  
 of the.....of.....in the.....of  
 .....in the Province of Ontario,.....  
 (calling)

make oath and say that:

1. I was personally present and did see the within  
 application duly signed and executed by  
 .....  
 .....  
 .....

the applicants thereto.

2. I know the applicants.

3. I am a subscribing witness to the application.

SWORN before me at the....  
 of.....in the.....  
 of.....this..... (signature of witness)  
 day of....., 19....

A Commissioner, etc.

R.R.O. 1960, Reg. 61, Form 1.

Form 2

*The Corporations Act*

APPLICATION FOR INCORPORATION OF A  
 CORPORATION WITHOUT SHARE CAPITAL

To His Honour The Lieutenant Governor:

Application of:

.....of the.....of  
 (name in full)  
 .....in the.....of.....  
 (county or district) (calling)

.....of the.....of  
 (name in full)  
 .....in the.....of.....  
 (county or district) (calling)  
 .....of the.....of  
 (name in full)  
 .....in the.....of.....  
 (county or district) (calling)  
 .....of the.....of  
 (name in full)  
 .....in the.....of.....  
 (county or district) (calling)  
 .....of the.....of  
 (name in full)  
 .....in the.....of.....  
 (county or district) (calling)

We, the applicants, hereby apply to Your Honour to  
 issue, by letters patent, a charter under *The Corpora-  
 tions Act* constituting us and any others who become  
 members of the corporation without share capital  
 thereby created a corporation without share capital  
 and in support thereof state the following:

1. Each of the applicants is twenty-one or more  
 years of age.

\*2. The name of the corporation to be incorporated  
 is.....

3. The objects for which the corporation is to be  
 incorporated are  
 .....  
 .....

4. The head office of the corporation is to be situate

.....of.....  
 (status of municipality) (name of municipality)

in the.....of.....  
 (county or district)

in the Province of Ontario.

5. The names of the applicants who are to be the  
 first directors of the corporation are  
 .....  
 .....  
 .....

\*\*

Dated this.....day of....., 19....



Signatures of witnesses	Signatures of applicants

\*Section 9 of the Act is as follows:

9. On an application for letters patent, supplementary letters patent or an order, the Lieutenant Governor may give the corporation a name different from its proposed or existing name, may vary the objects or other provisions of the application and may impose such conditions as he deems proper.

\*\*Subsection 1 of section 127 of the Act is as follows:

127.—(1) A corporation, except a corporation to which Part V or VI applies, shall be carried on without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects and the letters patent shall so provide, and, where a company is converted into a corporation, the supplementary letters patent shall so provide.

AFFIDAVIT OF WITNESS

PROVINCE OF ONTARIO	In the matter of <i>The Corporations Act</i> and of the
..... of .....	application of .....
To WIT:	.....
	and others for incorporation
	as .....

I, .....  
(name in full)  
of the ..... of ..... in the ..... of  
..... in the Province of Ontario, .....  
(calling)

make oath and say that:

1. I was personally present and did see the within application duly signed and executed by  
.....  
.....  
.....

the applicants thereto.

2. I know the applicants.

3. I am a subscribing witness to the application.

SWORN before me at the ...  
of ..... in the .....  
of ..... this ..... (signature of witness)  
day of ....., 19....

A Commissioner, etc.

## REGULATION 136

### under The Corporations Act

#### INSIDER TRADING AND PROXY SOLICITATION

##### INTERPRETATION

1. The words and terms used herein which are defined in the Act are used herein as therein defined unless otherwise defined in this Regulation or the context otherwise requires. O. Reg. 130/67, s. 1.

#### PART I

##### INSIDER TRADING

2. The reports required to be filed under subsections 1 and 2 of section 74 of the Act shall be prepared in accordance with Form 1. O. Reg. 130/67, s. 2.

3. The reports required to be filed under subsection 3 of section 74 of the Act shall be prepared in accordance with Form 2. O. Reg. 130/67, s. 3.

#### PART II

##### INFORMATION CIRCULAR

4.—(1) An information circular shall contain the information prescribed in Form 3.

(2) The information called for by Form 3 shall be given as of a specified date not more than thirty days prior to the date upon which the information circular is first sent to any of the shareholders of the company and the information circular shall be dated as of such specified date. O. Reg. 130/67, s. 4.

##### INSTRUCTIONS FOR COMPLETION OF INFORMATION CIRCULAR

5.—(1) The information contained in the information circular shall be clearly presented and the statements made therein shall be divided into groups according to subject matter and the various groups of statements shall be preceded by appropriate headings.

(2) The order of items set out in Form 3 need not be followed.

(3) Where practicable and appropriate, information presented shall be in tabular form.

(4) All amounts shall be stated in figures.

(5) Information required by more than one applicable item need not be repeated.

(6) No statement need be made in response to any item which is inapplicable and negative answers to any item may be omitted. O. Reg. 130/67, s. 5.

6. Information that is not known to the person on whose behalf the solicitation is to be made and that is not reasonably within the power of the person to ascertain or procure may be omitted, if a brief statement of the circumstances rendering the information unavailable is made. O. Reg. 130/67, s. 6.

7. There may be omitted from the information circular any information contained in any other information circular, notice of meeting or form of proxy sent to the persons whose proxies were solicited in connection with the same meeting if reference is made to the particular document containing such information. O. Reg. 130/67, s. 7.

8.—(1) Every person that distributes an information circular,

(a) to which Part X of *The Securities Act* is applicable; or

(b) to which sections 84 to 91 of *The Corporations Act* are applicable and that is in respect of a meeting of the shareholders of a company which is a corporation within the meaning of clause i or ii of paragraph a of section 101 of *The Securities Act*,

shall file with the Commission a copy of such information circular and any other material distributed by such person in connection with such meeting.

(2) The information circular and other material referred to in subsection 1 shall be filed with the Commission within five days after the date such material is first mailed by the person distributing such material. O. Reg. 130/67, s. 8.

#### PART III

##### BENEFICIAL OWNERSHIP OF SECURITIES

9.—(1) For the purposes of section 74 of the Act, a report filed by a company which includes capital securities beneficially owned by a subsidiary or deemed to be beneficially owned by such subsidiary by virtue of clause c of subsection 2 of section 73 of the Act or which includes changes in such subsidiary's beneficial ownership of capital securities shall be deemed to be a report filed by such subsidiary and such subsidiary need not file a separate report.



(2) For the purposes of section 74 of the Act, a report filed by an individual which includes capital securities beneficially owned or deemed to be beneficially owned by virtue of clause *b* of subsection 2 of section 73 of the Act by a company controlled by such individual or by an affiliate, if any, of such controlled company or which includes changes in the beneficial ownership of such capital securities by such controlled company or affiliate shall be deemed to be a report filed by such controlled company or by such affiliate and such controlled company and affiliate need not file a separate report.

(3) Where the Act or regulations require the disclosure of the number or percentage of equity shares beneficially owned by an individual and, by virtue of clause *b* of subsection 2 of section 73 of the Act, one or more companies will also have to be shown as beneficially owning such shares, a statement disclosing all such shares beneficially owned by such individual or deemed to be beneficially owned, and indicating whether such ownership is direct or indirect and if indirect indicating the name of the controlled company

or company affiliated with such controlled company through which such shares are indirectly owned and the number or percentage of such shares so owned by such company, shall be deemed sufficient disclosure without disclosing the name of any other company which is deemed to beneficially own the same shares

(4) Where the Act or regulations require the disclosure of the number or percentage of equity shares beneficially owned by a company and, by virtue of clause *c* of subsection 2 of section 73 of the Act, one or more other companies will also have to be shown as beneficially owning such shares, a statement disclosing all such shares beneficially owned or deemed to be beneficially owned by the parent company and indicating whether such ownership is direct or indirect and if indirect indicating the name of the subsidiary through which such shares are indirectly owned and the number or percentage of such shares so owned shall be deemed sufficient disclosure without disclosing the name of any other company which is deemed to beneficially own the same shares. O. Reg. 130/67, s. 9.

Form 1  
*The Corporations Act*

INITIAL REPORT OF INSIDER

- 1. Name of company of which the undersigned is insider.....
- 2. Full name of the undersigned.....
- 3. Business address of the undersigned.....
- 4. Indicate in what capacity or capacities the undersigned qualifies as an insider.....  
.....(See instruction 3)
- 5. Capital securities of company beneficially owned directly or indirectly by the undersigned on  
.....(See instruction 4)  
(day) (month) (year)

Designation of security (See instruction 5)	Amount or number (See instruction 6)	Nature of ownership (See instruction 7)
.....	.....	.....

- 6. Additional remarks.....  
.....

The undersigned hereby certifies that the information given in this report is true and complete in every respect.

.....  
(date of report) (signature) (See instruction 9)

It is an offence under *The Corporations Act* to file a false or misleading report.



Instructions:

1. File two signed copies of the report with the Ontario Securities Commission as and when provided for by subsection 1 or 2 of section 74 of the Act.

2. File a separate report with respect to each company of which you are an insider.

3. Indicate in what capacity you qualify as an insider, for example, "director", "senior officer", "beneficial owner of such number of equity shares as carry more than 10 per cent of the votes attached to all equity shares of the company". If you qualify in more than one capacity, so state. In connection with the meaning of the word "insider", see section 73 of the Act.

4. State your beneficial ownership of capital securities of the company as of the date referred to in subsection 1 of section 74 of the Act.

5. Under "Designation of Security", identify each class of capital security beneficially owned, for example, "Common shares", "First preference shares", "5 per cent Debentures due 1975", etc.

6. In reporting the amount or number of capital securities beneficially owned, in the case of debt securities give the principal amount thereof and in the case of shares give the number thereof.
7. Under "Nature of Ownership", state whether and to what extent your beneficial ownership of capital securities is direct or indirect. To the extent that your ownership is indirect, indicate in a footnote or some other appropriate manner the name or identity of the medium through which such capital securities are indirectly owned and state the amount or number so owned by such medium. Report capital securities owned indirectly on separate lines from capital securities owned directly.

8. You may include any additional information or explanation that you deem relevant.

9. If the report is filed on behalf of a company, partnership, trust or other entity, the name of the company or other entity shall appear over the signature of the officer or other person authorized to sign the report. If the report is filed by an individual, it shall be signed by him or specifically on his behalf by a person authorized to sign for him.

10. If space provided in any item is insufficient, additional sheets may be used and must be cross-referred to the item and properly identified.

11. Form 21 prescribed by Regulation 794 of Revised Regulations of Ontario, 1970 under *The Securities Act*, may be used in lieu of this Form. O. Reg. 130/67, Form 1.

Form 2

The Corporations Act

REPORT OF INSIDER ON CHANGES IN OWNERSHIP OF CAPITAL SECURITIES

1. Name of company of which the undersigned is insider.....
2. Full name of the undersigned.....
3. Business address of the undersigned.....
4. Indicate in what capacity or capacities the undersigned qualifies as an insider.....  
.....(See instruction 3)
5. Information given for calendar month of.....
6. Changes during month in the undersigned's direct or indirect beneficial ownership of capital securities of company:

Designation of security (See instruction 5)	Date of purchase or sale transaction (See instruction 6)	Amount or number purchased or otherwise acquired (See instruction 7)	Amount or number sold or otherwise disposed of (See instruction 7)	Price per share or unit at which sold or purchased or otherwise acquired or disposed of	Nature of ownership (See instruction 8)
.....	.....	.....	.....	.....	.....

7. Capital securities of company beneficially owned directly or indirectly by the undersigned at end of month:

Designation of security (See instruction 5)	Amount or number (See instruction 7)	Nature of ownership (See instruction 8)
.....	.....	.....

8. Additional remarks.....

The undersigned hereby certifies that the information given in this report is true and complete in every respect.

.....  
(date of report)

.....  
(signature) (See instruction 11)

It is an offence under *The Corporations Act* to file a false or misleading report.

Instructions:

1. File two signed copies of the report with the Ontario Securities Commission, as and when provided by subsection 3 of section 74 of the Act.
2. File a separate report with respect to each company of which you are an insider.
3. Indicate in what capacity you qualify as an insider, for example, "director", "senior officer", "beneficial owner of such number of shares as carry more than 10 per cent of the votes attached to all equity shares of the company". If you qualify in more than one capacity, so state. In connection with the meaning of the word "insider" see section 73 of the Act.
4. State all changes in your beneficial ownership of capital securities of the company during the calendar month for which you are reporting and also your beneficial ownership of capital securities as of the end of the month. Report every transaction involving a change in your beneficial ownership of capital securities during the month, even though purchases and sales during the month are equal or the change involves only the nature of ownership, for example, from direct to indirect ownership.

5. Under "Designation of Security", identify each class of capital security beneficially owned, for example, "Common shares", "First preference shares", "5 per cent Debentures due 1975", etc.
6. Show the date (day, month and year) of each security transaction opposite the amount or number of securities involved in the transaction and the price per unit or share at which the capital securities were sold or purchased.
7. In reporting the amount or number of capital securities acquired, disposed of or beneficially owned, in the case of debt securities give the principal amount thereof and in the case of shares give the number thereof.
8. Under "Nature of Ownership", state whether and to what extent your beneficial ownership of capital securities is direct or indirect. To the extent your ownership is indirect, indicate in a footnote or some other appropriate manner the name or identity of the medium through which such capital securities are indirectly owned and state the amount or number so owned by each such medium. Report capital securities owned indirectly on separate lines from capital securities owned directly.



9. If you acquired from or sold to the company of which you are an insider any of its capital securities, so state. If the acquisition of capital securities was through the exercise of an option, so state and give the price per share or unit paid. If any purchase or sale was effected otherwise than in the open market, so state, giving particulars. If the transaction was not a purchase or sale, indicate its character, for example, "gift", "stock dividend", etc., as the case may be. (This information may be set out in Item 8 of this Form.)
10. You may include any additional information or explanation that you deem relevant.
11. If the report is filed on behalf of a company, partnership, trust or other entity, the name of the company or other entity shall appear over the signature of the officer or other person authorized to sign the report. If the report is filed on behalf of an individual, it shall be signed by him or specifically on his behalf by a person authorized to sign for him.
12. If space provided in any item is insufficient, additional sheets may be used and must be cross-referred to the item and properly identified.
13. Form 22 prescribed by Regulation 794 of Revised Regulations of Ontario, 1970 under *The Securities Act* may be used in lieu of this Form. O. Reg. 130/67, Form 2.
- (c) If the solicitation is to be made otherwise than by mail, describe the method to be employed. If the solicitation is to be made by specially engaged employees or soliciting agents, state,
- (i) the material features of any contract or arrangement for such solicitation and identify the parties to such contract or arrangement, and
  - (ii) the cost or anticipated cost thereof.
- (d) State the name of the person by whom the cost of soliciting has been or will be borne, directly or indirectly.

### ITEM 3. Interest of Certain Persons in Matters to be Acted Upon:

Give brief particulars of any material interest, direct or indirect, by way of beneficial ownership of capital securities or otherwise, of each of the following persons in any matter to be acted upon other than the election of directors or the appointment of auditors:

- (a) If the solicitation is made by or on behalf of the management of the company, each person who has been a director or senior officer of the company at any time since the beginning of the last completed financial year of the company.
- (b) If the solicitation is made otherwise than by or on behalf of the management of the company, each person on whose behalf, directly or indirectly, the solicitation is made.
- (c) Each proposed nominee for election as a director of the company.
- (d) Each associate of any of the foregoing persons.

### Form 3

#### *The Corporations Act*

#### INFORMATION CIRCULAR

#### ITEM 1. Revocability of Proxy:

State whether the person giving the proxy has the power to revoke it. If any right of revocation is limited or is subject to compliance with any formal procedure, briefly describe such limitation or procedure.

#### ITEM 2. Persons Making the Solicitation:

(a) If a solicitation is made by or on behalf of the management of the company, so state. Give the name of any director of the company who has informed the management in writing that he intends to oppose any action intended to be taken by the management and indicate the action that he intends to oppose.

(b) If a solicitation is made otherwise than by or on behalf of the management of the company, so state and give the name of the person by whom and on whose behalf it is made.

#### *Instructions to Paragraph (b):*

1. The following persons shall be deemed to be persons by whom or on whose behalf the solicitation is made:
  - (a) any member of a committee or group that solicits proxies, and any person whether or not named as a member who, acting alone or with one or more other persons, directly or indirectly, takes the initiative or engages in organizing, directing or financing any such committee or group;
  - (b) any person who finances or joins with another to finance the solicitation of proxies except a person who contributes not more than \$250 and who is not otherwise a person by whom or on whose behalf the solicitation is made; or



- (c) any person who lends money, furnishes credit or enters into any other arrangements, pursuant to any contract or understanding with a person by whom or on whose behalf a solicitation is made, for the purpose of financing or otherwise inducing the purchase, sale, holding or voting of capital securities of the company, provided, however, that this clause does not include a bank or other leading institution or a broker or dealer who, in the ordinary course of business, lends money or executes orders for the purchase or sale of capital securities and who is not otherwise a person on whose behalf a solicitation is made.
2. The following persons shall be deemed not to be persons by whom or on whose behalf a solicitation is made:
- (a) any person retained or employed by a person by whom or on whose behalf a solicitation is made to solicit proxies and who is not otherwise a person by whom or on whose behalf a solicitation is made or any person who merely transmits proxy-soliciting material or performs ministerial or clerical duties;
- (b) any person employed or retained by a person by whom or on whose behalf a solicitation is made in the capacity of lawyer, accountant, or advertising, public relations or financial adviser, and whose activities are limited to the performance of his duties in the course of such employment or retainer;
- (c) any person regularly employed as an officer or employee of the company or any of its affiliates who is not otherwise a person by whom or on whose behalf a solicitation is made; or
- (d) any officer or director of, or any person regularly employed by, any other person by whom or on whose behalf a solicitation is made, if such officer, director, or employee is not otherwise a person by whom or on whose behalf a solicitation is made.

#### ITEM 4. Voting Shares and Principal Holders Thereof:

(a) State as to each class of equity shares of the company entitled to be voted at the meeting, the number of shares outstanding of each such class and the number of votes to which each share of each such class is entitled.

(b) Give the record date as of which the shareholders entitled to vote at the meeting will be determined or particulars as to the closing of the share transfer register, as the case may be, and, if the right to vote is not limited to shareholders of record as of a specified record date, indicate the conditions under which shareholders are entitled to vote.

(c) If action is to be taken with respect to the election of directors and if the shareholders or any class of shareholders have the right to elect a specified number of directors or have cumulative or similar voting rights, include a statement of such rights and state briefly the conditions precedent, if any, to the exercise thereof.

(d) If, to the knowledge of the directors or senior officers of the company any person beneficially owns, directly or indirectly, equity shares carrying more than 10 per cent of the voting rights attached to all equity shares of the company, name each such person, state the approximate number of such shares beneficially owned, directly or indirectly, by each such person and the percentage of outstanding equity shares of the company represented by the number of shares so owned.

#### ITEM 5. Election of Directors:

(a) If directors are to be elected, furnish the following information, in tabular form to the extent practicable, with respect to each person proposed to be nominated for election as a director and each other person whose term of office as a director will continue after the meeting:

(i) Name each such person, state when his term of office or the term of office for which he is a proposed nominee will expire and all other positions and offices with the company presently held by him, and indicate which of such persons are proposed nominees for election as directors at the meeting.

(ii) State the present principal occupation or employment of each such person, giving the name and principal business of any company or other organization in which such employment is carried on. Furnish similar information as to all of the principal occupations or employments of each such person within the five preceding years, unless he is now a director and was elected to his present term of office by a vote of shareholders at a meeting, the notice of which was accompanied by an information circular.

(iii) If any such person is or has been a director of the company, state the period or periods during which he has served as such.

(iv) State the approximate number of shares of each class of equity shares of the company or of a subsidiary of the company beneficially owned, directly or indirectly, by each such person.

- (v) If more than 10 per cent of the voting rights attached to all equity shares of the company or of a subsidiary of the company are beneficially owned, directly or indirectly, by any such person and his associates, state the approximate number of each class of such shares beneficially owned by such associates, naming each associate whose shareholdings are substantial.

(b) If any proposed nominee for election as a director is to be elected pursuant to any arrangement or understanding between the nominee and any other person, except the directors and senior officers of the company acting solely in such capacity, name such other person and describe briefly such arrangement or understanding.

#### ITEM 6. Remuneration of Management and Others:

- (a) If action is to be taken with respect to,
- (i) the election of directors;
  - (ii) any bonus, profit sharing or other remuneration plan, contract or arrangement in which any director or proposed nominee for election as director or senior officer of the company will participate;
  - (iii) any pension or retirement plan of the company in which any such person will participate; or
  - (iv) the granting or extension to any such person of any options, warrants or rights to purchase any shares or convertible securities other than warrants or rights issued to shareholders as such, or to shareholders as such resident in Canada, on a *pro rata* basis,

furnish the information required by paragraphs (b), (c), (d), (e) and (f), in tabular form if practicable, provided that if the solicitation is made by or on behalf of a person other than the management of the company, the information required by this item need be furnished only as to proposed nominees of the person for election as directors and as to their associates.

(b) State the aggregate direct remuneration paid or payable by the company and its subsidiaries, whose financial statements are consolidated with those of the company, to the directors and the senior officers of the company, during the company's last completed financial year, and as a separate amount the aggregate direct remuneration paid or payable to such directors and senior officers by the subsidiaries of the company whose financial statements are not consolidated with those of the company.

#### Instructions:

1. Do not include remuneration paid or payable to a partnership in which any person in receipt of remuneration was a partner.
2. The information called for by paragraphs (b), (c) and (d) of this item may be given for all directors and senior officers as a group, without naming them.

(c) State the estimated aggregate cost to the company and its subsidiaries in the last completed financial year of all pension benefits proposed to be paid under any normal pension plan in the event of retirement at normal retirement age, directly or indirectly, by the company or any of its subsidiaries to the persons mentioned in paragraph (b) or, in the alternative, the estimated aggregate amount of all such pension benefits proposed to be paid in the event of retirement at normal retirement age, directly or indirectly, by the company or any of its subsidiaries to the persons mentioned in paragraph (b).

(d) State the aggregate of all remuneration payments (other than payments of the type required to be reported under paragraph (b) or (c)) made during the company's last completed financial year and, as a separate amount, proposed to be made in the future, directly or indirectly, by the company or any of its subsidiaries pursuant to any existing plan or arrangement to each person referred to in paragraph (b), provided that information need not be included as to payments to be made for, or benefits to be received from, group life or accident insurance, group hospitalization or similar group benefits or payments.

#### Instructions:

1. The word "plan" in paragraph (d) includes all plans, contracts, authorizations or arrangements, whether or not contained in any formal document or authorized by any resolution of the directors of the company or its subsidiaries but does not include the Canada Pension Plan or any Government plan similar thereto.
2. In paragraph (d), if it is impracticable to state the amount of remuneration payments proposed to be made, the aggregate amount set aside and accrued to date in respect of such payments shall be stated, together with an explanation of the basis of future payments.
3. In giving information as to aggregate remuneration payments under paragraph (d) of this item include any payments made or proposed to be made with respect to deferred compensation benefits, retirement benefits or other benefits except for such amounts as were paid or would be paid under the normal pension plan of the company and its subsidiaries.



(e) State as to all options to purchase capital securities of the company or any of its subsidiaries that, since the commencement of the company's last complete financial year, were granted to or exercised by all the persons mentioned in paragraph (b) as a group, without naming them, the following particulars:

(A) Options granted, state:

- (i) the description and number of capital securities included,
- (ii) the dates of grant, the prices, expiration dates and other material provisions,
- (iii) the consideration received for the granting thereof, and
- (iv) where reasonably ascertainable, a summary showing the price range of the capital securities in the thirty-day period preceding the date of grant and, if not reasonably ascertainable, a statement to that effect.

(B) As to options exercised, state:

- (i) the description and number of capital securities purchased,
- (ii) the purchase price, and
- (iii) where reasonably ascertainable, a summary showing the price range of the capital securities in the thirty-day period preceding the date of purchase and, if not reasonably ascertainable, a statement to that effect.

*Instructions:*

1. The word "options" as used in paragraph (e) includes all options, share purchase warrants or rights other than those issued to all shareholders of the same class or to all shareholders of the same class resident in Canada on a *pro rata* basis.
2. The extension of options shall be deemed a granting of options within the meaning of paragraph (e).
3. The information regarding the option price of the capital securities may be given in the form of price ranges for each calendar quarter during which options were granted or exercised.
4. Where the price of the capital securities is not meaningful, it is permissible to state in lieu of such price the formula by which the price of the securities under option will be determined.

(f) In regard to,

- (i) each director and each senior officer of the company;
- (ii) each proposed nominee for election as a director of the company; and
- (iii) each associate of any such director, senior officer or proposed nominee,

who is or has been indebted to the company or its subsidiaries at any time since the beginning of the last completed financial year of the company, state the largest aggregate amount of indebtedness outstanding at any time during the period, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon.

*Instructions:*

1. It is not necessary in the determination of the amount of indebtedness to include amounts due from the particular person for purchases subject to usual trade terms, for ordinary travel and expense advances and for other like transactions.
2. Such information need not be furnished for any person whose aggregate indebtedness did not exceed \$5,000 at any time during the period specified.

ITEM 7. Interest of Management and Others in Material Transactions:

Describe briefly, and where practicable state the approximate amount, of any material interest, direct or indirect, of any of the following persons in any transaction since the commencement of the company's last completed financial year or in any proposed transaction which, in either such case, has materially affected or will materially affect the company or any of its subsidiaries:

- (i) any director or senior officer of the company;
- (ii) any proposed nominee for election as a director of the company;
- (iii) any shareholder named in answer to paragraph (d) of item 4; and
- (iv) any associate or affiliate of any of the foregoing persons.

*Instructions:*

1. Give a brief description of the material transaction, the name and address of each person whose interest in any transaction is described and the nature of the relationship by reason of which such interest is required to be described.



2. As to any transaction involving the purchase or sale of assets by or to the company or any subsidiary, otherwise than in the ordinary course of business, state the cost of the assets to the purchaser and the cost of the assets to the seller if acquired by the seller within two years prior to the transaction.
3. This item does not apply to any interest arising from the ownership of capital securities of the company where the securityholder receives no extra or special benefit or advantage not shared on a *pro rata* basis by all holders of the same class of capital securities or all holders of the same class of capital securities who are resident in Canada.
4. Information shall be included as to any material underwriting discounts or commissions upon the sale of capital securities by the company where any of the specified persons was or is to be an underwriter who was or is to be in contractual relationship with the company with respect to capital securities of the company or is an associate, affiliate or partner of a person or partnership that was or is to be such an underwriter.
5. No information need be given in answer to this item as to any transaction or any interest therein where,
  - (a) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;
  - (b) the interest of the specified person in the transaction is solely that of a director of another company that is a party to the transaction;
  - (c) the transaction involves services as a chartered bank or other depository of funds, transfer agent, registrar, trustee under a trust indenture or other similar services; or
  - (d) the transaction does not, directly or indirectly, involve remuneration for services, and
    - (i) the interest of the specified person arose from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of equity shares of another company that is a party to the transaction,
    - (ii) the transaction is in the ordinary course of business of the company or its subsidiaries, and

- (iii) the amount of the transaction or series of transactions is less than 10 per cent of the total sales or purchases, as the case may be, of the company and its subsidiaries for the last completed financial year.

6. Information shall be furnished in answer to this item with respect to transactions not excluded above which involve remuneration, directly or indirectly, to any of the specified persons for services in any capacity unless the interest of such person arises solely from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of equity shares of another company furnishing the services to the company or its subsidiaries.
7. This item does not require the disclosure of any interest in any transaction unless such interest and transaction are material.

#### ITEM 8. Appointment of Auditors:

If action is to be taken with respect to the appointment of auditors, name such auditors and, if appointed within the preceding five years, the date when they were first appointed.

#### ITEM 9. Management Contracts:

Where management functions of the company or a subsidiary are to any substantial degree performed by a person other than the directors or senior officers of the company or subsidiary:

- (a) give details of the agreement or arrangement under which such functions are so performed, including the name and address of any person who is a party to such agreement or arrangement or who is responsible for performing such functions;
- (b) give the names and addresses of the insiders of any company with which the company or subsidiary has any such agreement or arrangement;
- (c) with respect to any person named in answer to paragraph (a), state the amounts paid or payable by the company and its subsidiaries to such person since the commencement of the company's last completed financial year and give particulars with respect thereto; and
- (d) with respect to any person named in answer to paragraph (a) or (b) of this item or their associates or affiliates, give particulars of,
  - (i) any indebtedness of such person to the company or its subsidiaries that was outstanding, and

- (ii) any transaction or arrangement of such person with the company or subsidiary,

at any time since the commencement of the company's last completed financial year.

*Instructions:*

1. In giving the information called for by this item, it is not necessary to refer to any matter that in all the circumstances is of relative insignificance.
2. In giving particulars of indebtedness state the largest aggregate amount of indebtedness outstanding at any time during the period, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding and the rate of interest paid or charged thereon.
3. It is not necessary in the determination of the amount of indebtedness to include amounts due from the particular person for purchases

subject to usual trade terms, for ordinary travelling and expense advances and for other like transactions.

ITEM 10. Particulars of Matters to be Acted Upon:

If action is to be taken on any matter to be submitted to the meeting of shareholders other than the approval of financial statements, the substance of each such matter, or related groups of matters, should be briefly described, except to the extent described pursuant to the foregoing items, in sufficient detail to permit shareholders to form a reasoned judgment concerning any such matter. Without limiting the generality of the foregoing, such matters include increases or decreases of authorized or issued capital, amendments to letters patent or supplementary letters patent, property acquisitions or dispositions, amalgamations or reorganizations. If any such matter is one that is not required to be submitted to a vote of shareholders, the reasons for submitting it to shareholders should be given and a statement should be made as to what action is intended to be taken by management in the event of a negative vote by the shareholders.

O. Reg. 130/67, Form 3.

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## REGULATION 137

### under The Corporations Information Act

#### CONTENT OF ANNUAL RETURN

1. Notwithstanding subsection 1 of section 2 of the Act, the information to be contained in an annual return is specified as follows:

1. Where the objects of a corporation are in whole or in part of a social nature, the annual return shall state the address of the premises of the corporation, giving the street and number, if any, and, where the corporation was incorporated on or before the 11th day of April, 1960, the address of its premises on that date, giving the street and number, if any.
  2. The information required by clause *d* of subsection 1 of section 2 of the Act shall specify whether or not the corporation is in operation.
  3. The information required by clause *e* of subsection 1 of section 2 of the Act shall specify generally the undertaking that the corporation is actually carrying on.
  4. The information required by subclause ii of clause *k* of subsection 1 of section 2 of the Act shall be given only in respect of by-laws passed and confirmed before the 30th day of April, 1954.
  5. The information set out in clauses *m* and *n* of subsection 1 of section 2 of the Act shall not be given in an annual return.
  6. The information required by clause *o* of subsection 1 of section 2 of the Act shall specify the number and class of shares, if any, issued since the date of the last annual return, the extent to which the same were paid, showing severally the number and class of shares issued for cash, services, commissions or property, and the consideration for which such shares were issued.
  7. Where the annual return is the first annual return of the corporation, the information required by clause *o* of subsection 1 of section 2 of the Act shall be given from the date of incorporation.
  8. The information required by clause *q* of subsection 1 of section 2 of the Act shall include the number of preference shares redeemed or purchased for cancellation by the corporation since its incorporation. O. Reg. 28/62, s. 1; O. Reg. 69/63, s. 1 (2); O. Reg. 31/64, s. 1 (1).
2. This Regulation applies to returns for the year ending with the 31st day of March, 1962 and each year thereafter. O. Reg. 28/62, s. 2.

REGULATION 138

under The Corporations Information Act

GENERAL

ANNUAL RETURNS

1. The following classes of corporations are exempt from filing a return under section 2 of the Act:

- 1. Corporations to which sections 8, 9, 10, 11 and 12 of *The Corporations Tax Act* apply.
- 2. Corporations subject to *The Telephone Act*.
- 3. Corporations to which *The Credit Unions Act* applies.
- 4. Corporations registered under *The Prepaid Hospital and Medical Services Act*.
- 5. International Bank for Reconstruction and Development established by the Agreement for an International Bank for Reconstruction and Development approved by the *Bretton Woods Agreements Act* (Canada).

6. Municipalities within the meaning of *The Department of Municipal Affairs Act*. R.R.O. 1960, Reg. 62, s. 1.

FILING FEES FOR ANNUAL RETURNS

2.—(1) The fees payable on the filing of returns under section 2 of the Act are,

- (a) for corporations with share capital, except co-operative corporations.... \$10
- (b) for co-operative corporations with share capital..... 5
- (c) for corporations without share capital 1

(2) In subsection 1, "co-operative corporation" means a corporation to which Part V of *The Corporations Act* applies. O. Reg. 12/65, s. 1.

## REGULATION 139

### under The Corporations Tax Act

#### GENERAL

1. Except where otherwise provided, Part I to VII of this Regulation apply to corporations in respect of all fiscal years of corporations ending during or after 1957. O. Reg. 231/61, s. 1.

#### PART I

##### CAPITAL ELEMENT OF ANNUITY PAYMENTS

201.—(1) For the purpose of clause *g* of subsection 1 of section 23 of the Act, the capital element of each annuity payment shall be an amount equal to that part of the payment determined in the manner prescribed for that purpose under the *Income Tax Act* (Canada).

(2) This section applies in respect of fiscal years of corporations ending in 1969 and subsequent fiscal years. O. Reg. 449/70, s. 1.

202.—(1) For the purpose of clause *c* of subsection 5 of section 19 of the Act, a life annuity contract means a life annuity contract as defined under the *Income Tax Act* (Canada).

(2) This section applies in respect of fiscal years of corporations ending in 1969 and subsequent fiscal years. O. Reg. 449/70, s. 2.

203.—(1) For the purpose of section 50 of the Act, a special payment,

- (a) made by a corporation in a fiscal year; and
- (b) made on account of an employees' superannuation or pension fund or plan in respect of past services of the employees made pursuant to a recommendation by a qualified actuary in whose opinion the resources of the fund or plan required to be augmented by an amount not less than the amount of the special payment to ensure that all the obligations of the fund or plan to the employees may be discharged in full,

shall be approved by the Minister, providing the corporation satisfies the Minister that the special payment has been made and has been approved by the Minister of National Revenue and has been allowed as a deduction under section 76 of the *Income Tax Act* (Canada). O. Reg. 513/69, s. 1.

(2) This section applies with respect to fiscal years of corporations ending after the 31st day of

December, 1962 and subsequent fiscal years. O. Reg. 513/69, s. 2. *revised.*

#### PART II

##### TAXES ON INCOME FROM MINING AND LOGGING OPERATIONS

301.—(1) In this Part,

- (a) "income derived from mining operations" means the net profit derived or deemed to have been derived from mining operations by a corporation engaged therein with or without an allowance in respect of depletion and, if such corporation receives net profit from sources other than mining operations either by reason of the carrying on by the corporation of the processing of mineral ore extracted by it or otherwise, the net profit to be deemed to have been derived by the corporation from mining operations shall not exceed that portion of the total net profit received by the corporation from all sources, determined by deducting from the said total the aggregate of,
  - (i) the returns received by the corporation by way of dividends, interest or other like payments from stocks, shares, bonds, debentures, loans or other like investments,
  - (ii) the net profit if any derived by the corporation from and attributable in accordance with sound accounting principles to the carrying on of any business, or derived from and so attributable to any source, other than mining operations and the processing and sale of mineral ore or products produced therefrom, and other than as a return on investments mentioned in subclause i, and
  - (iii) an amount by way of return on capital employed by the corporation in processing mineral ore or products derived therefrom, equal to 8 per cent of the original cost to the corporation of the depreciable assets including machinery, equipment, plant, buildings, works and improvements, used by the corporation in the processing of mineral ore or products derived therefrom, but the amount



to be deducted under this subclause shall not be in excess of 65 per cent, nor less than 15 per cent or such greater percentage, not in excess of 65, as the province determines, of that portion of the said total net profit remaining after deducting therefrom the amounts specified in subclauses i and ii;

- (b) "mine" includes any work or undertaking in which mineral ore is extracted or produced, including a quarry;
- (c) "minerals" includes every naturally occurring inorganic or fossilized organic substance which is mined, quarried or otherwise obtained from the earth at or below its surface, but does not include petroleum or natural gas;
- (d) "mineral ore" includes all unprocessed minerals or mineral-bearing substances;
- (e) "mining operations" means the extraction or production of mineral ore from or in any mine or its transportation to or for any part of the distance to the point of egress from the mine including any processing thereof prior to or in the course of such transportation, but not including any processing thereof after removal from the mine;
- (f) "processing", as applied to mineral ore, includes all forms of beneficiation, smelting and refining, and transporting and distributing, but does not include any of these operations that are performed with respect to mineral ore before its removal from the mine. R.R.O. 1960, Reg. 63, Part II, s. 301 (1), cls. b-g.

(2) The amount that a corporation may deduct from income under clause s of subsection 1 of section 23 of the Act is an amount equal to the lesser of,

- (a) the aggregate of the taxes paid in respect of its income derived from mining operations in a province for the fiscal year,
  - (i) to the province, and
  - (ii) to a municipality in the province in lieu of taxes on property or any interest in property; or
- (b) that proportion of such taxes that its income derived from mining operations in the province for the fiscal year is of the total income in respect of which the taxes were so paid. O. Reg. 210/65, s. 1 (2).

(3) Nothing in this section shall be construed as allowing a corporation to deduct an amount in respect of taxes imposed under a statute or by-law that is not restricted to the taxation of persons engaged in mining operations. O. Reg. 210/65, s. 1 (2).

(4) Subsections 2 and 3 of this section apply with respect to fiscal years of corporations commencing after 1961. O. Reg. 210/65, s. 5 (1) *revised*.

### PART III

#### ALLOWANCES IN RESPECT OF CAPITAL COST

**401.**—(1) Under clause a of subsection 2 of section 23 of the Act, every corporation shall deduct for each fiscal year the same part of the capital cost to the corporation of property, or the same amount in respect of the capital cost to the corporation of property, as is deducted by the corporation under clause a of subsection 1 of section 11 of the *Income Tax Act* (Canada) for the same fiscal year pursuant to sections 1100, 1101, 1102, 1103, 1104, 1105, 1106, 1107, 1108, 1109, 1110, 1700, 1701, 1702, 1703 and 1704, and Schedules B, C, D, E, H and K of the regulations made under the *Income Tax Act* (Canada) as such regulations and schedules are in force and are applied from time to time under that Act. O. Reg. 210/65, s. 2; O. Reg. 449/70, s. 3 (1).

(2) For the purposes of subsection 1, where a corporation that has a degree of Canadian ownership in a fiscal year deducts a capital cost allowance on property of Class 19 of Schedule B of the regulations made under the *Income Tax Act* (Canada), the corporation shall forward to the Minister a certified copy of the prescribed return of information or the sworn declaration, as the case may be, required to establish a degree of Canadian ownership and filed for that fiscal year with the Department of National Revenue pursuant to section 139A of the *Income Tax Act* (Canada) and the regulations thereunder. O. Reg. 210/65, s. 2; O. Reg. 422/68, s. 2 (1).

(3) For the purposes of clause a of subsection 2 of section 23 and of section 32 of the Act, classes of property are prescribed as provided in Parts XI and XVII and Schedules B, C, D, E and H of the regulations made under the *Income Tax Act* (Canada) as such regulations and schedules are in force and are applied from time to time under that Act. O. Reg. 422/68, s. 2 (2).

(4) Prescribed classes constituted under the *Canadian Vessel Construction Assistance Act* (Canada) shall be deemed to be prescribed classes for the purposes of clause a of subsection 2 of section 23 and of section 32 of the Act and the capital cost of property in each class shall be deemed to be the capital cost of the property in the class as determined under the *Canadian Vessel Construction Assistance Act* (Canada) immediately before its repeal. O. Reg. 422/68, s. 2 (3); O. Reg. 449/70, s. 3 (2).

(5) Subsection 3 applies with respect to fiscal years of corporations ending in 1967 and subsequent fiscal years. O. Reg. 422/68, s. 12 (1) *revised*.

(6) Subsection 4 applies with respect to fiscal years of corporations ending in 1967 and subsequent fiscal years. O. Reg. 422/68, s. 12 (2) *revised*.

**402.** Under clause *b* of subsection 2 of section 23 of the Act, every corporation shall deduct for each fiscal year the same amounts in connection with the operation of an oil or gas well or mine as are deducted by the corporation under clause *b* of subsection 1 of section 11 of the *Income Tax Act* (Canada) for the same fiscal year pursuant to sections 1200, 1201, 1202, 1203, 1204 and 1205 of the regulations made under the *Income Tax Act* (Canada) as such regulations are in force and are applied from time to time under that Act. R.R.O. 1960, Reg. 63, Part IV, s. 402.

#### PART IV

##### DEDUCTIONS ALLOWED IN RESPECT OF CERTAIN DIVIDENDS

**501.** For the purpose of subsection 3 of section 23 of the Act, where a corporation receives a dividend from another corporation that is resident in Canada, other than a corporation that was a foreign business corporation for the fiscal year in which the dividend was declared, the deduction allowed is the same amount as is deducted by the corporation under subsection 2 of section 11 of the *Income Tax Act* (Canada) for the same fiscal year pursuant to section 1300 of the regulations made under the *Income Tax Act* (Canada) as such regulation is in force and is applied from time to time under that Act. O. Reg. 210/65, s. 3.

**502.** For the purpose of this Part, a dividend does not include an amount deemed by the Act to be a dividend. R.R.O. 1960, Reg. 63, Part V, s. 502.

**503.** For the purpose of this Part, "mineral profits" has the same meaning as is provided by clause *a* of section 1303 of the regulations made under the *Income Tax Act* (Canada). R.R.O. 1960, Reg. 63, Part V, s. 503.

**504.**—(1) For the purpose of subsection 7 of section 45 of the Act, an application for certification shall be made by forwarding to the Minister,

- (a) a letter from the corporation applying for certification for the fiscal year;
- (b) a certified copy of the application made to the Minister of Regional Economic Expansion (Canada) for the same fiscal year pursuant to subsection 6 of section 71A of the *Income Tax Act* (Canada); and

- (c) a certified copy of the certificate issued by the Minister of Regional Economic Expansion (Canada) pursuant to subsection 6 of section 71A of the *Income Tax Act* (Canada). O. Reg. 210/65, s. 4; O. Reg. 422/68, s. 3; O. Reg. 449/70, s. 4.

(2) This section applies with respect to fiscal years of corporations ending in 1964 and subsequent fiscal years. O. Reg. 210/65, s. 5 (2), *revised*.

**505.**—(1) For the purpose of subsection 8 of section 45 of the Act, a notice of intention shall be filed by forwarding to the Minister,

- (a) a letter from the corporation to the Minister stating that it intends to carry on a new manufacturing or processing business in the designated area; and
- (b) a certified copy of the notice of intention completed and filed with the Minister of Regional Economic Expansion (Canada) pursuant to subsection 7 of section 71A of the *Income Tax Act* (Canada). O. Reg. 210/65, s. 4; O. Reg. 422/68, s. 4; O. Reg. 449/70, s. 5.

(2) This section applies with respect to fiscal years of corporations ending in 1964 and subsequent fiscal years. O. Reg. 210/65, s. 5 (2), *revised*.

#### PART V

##### EXEMPT MINES

**601.** For the purpose of subsection 4 of section 57 of the Act, the following conditions are prescribed:

1. The corporation shall maintain separate accounting records in respect of the mine,
  - (a) for the period beginning with the commencement of operation of the mine by the corporation and ending with the day before the day on which the mine came into production; and
  - (b) for each fiscal year of the corporation that includes a part of the thirty-six months beginning with the day on which the mine came into production.
2. If the operation of the mine was the only business carried on by the corporation on the day before the day on which the mine came into production, the corporation shall end its fiscal year and close its books of account as of that day.
3. If paragraph 2 does not apply, the corporation shall close its accounting records in respect of the mine on the day that is thirty-six months after the day on which the mine came into production.



4. The corporation shall file such return as is required for the purpose of carrying out the provisions of this Part with the Minister. R.R.O. 1960, Reg. 63, Part VI, s. 601; O. Reg. 422/68, s. 5.

## PART VI

**701.** For the purpose of section 59 of the Act, the following corporations are prescribed:

1. Air Canada.
2. Bank of Canada.
3. Canadian National Express Company.
4. Canadian National Railway Company.
5. Canadian National Realities, Limited.
6. Canadian National Telegraph Company.
7. Canadian National Transportation, Limited.
8. The Canadian Northern Quebec Railway Company.
9. Grey Coach Lines Limited.
10. The Great North Western Telegraph Company of Canada.
11. Hoar Transport Company Limited.
12. Husband Transport Limited.
13. A. E. McKenzie Company Limited.
14. Midland Superior Express Limited.
15. The Minnesota and Ontario Bridge Company.
16. The Northern Consolidated Holding Company Limited.
17. Scobie's Transport Limited.
18. The Toronto-Peterborough Transport Company, Limited.
19. Polymer Corporation Limited.

O. Reg. 422/68, s. 6; O. Reg. 449/70, s. 7.

**801.** For the purposes of clause *a* of subsection 13 of section 23 of the Act, each of the following is hereby declared to be a tax on corporations:

1. A tax imposed on a corporation under sections 6, 8, 9, 10, 11 or 12 of *The Corporations Tax Act*.

2. A tax imposed on a corporation under subdivision 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 or 18 of section 3, or a tax imposed on a corporation of the kind mentioned in any of those subdivisions of section 3 under section 4, 5, or 42 of the *Corporation Tax Act*, chapter 67 of the Revised Statutes of Quebec, 1964. R.R.O. 1960, Reg. 63, Part VIII, s. 802; O. Reg. 422/68, s. 7; O. Reg. 449/70, s. 8.

**802.** For the purposes of clause *b* of subsection 13 of section 23 of the Act, each of the following is hereby declared to be a tax of general application on the profits of corporations:

1. A tax imposed on a corporation under the *Income Tax Act* (Canada).
2. A tax imposed on a corporation under section 5 of *The Corporations Tax Act*.
3. A tax imposed on a corporation under section 6 or 10 of the *Corporation Tax Act*, chapter 67 of the Revised Statutes of Quebec, 1964. R.R.O. 1960, Reg. 63, Part VIII, s. 83; O. Reg. 422/68, s. 8.

**803.** For the purposes of subsection 5 of section 49 of the Act, any advertisement published by a corporation in accordance with subsection 5 of section 75 of the *Income Tax Act* (Canada) and regulations made thereunder shall be deemed to be an advertisement prescribed under subsection 5 of section 49 of the Act. R.R.O. 1960, Reg. 63, Part VIII, s. 804.

**804** Class 4 in Schedule B of the regulations made under the *Income Tax Act* (Canada) is the class prescribed for the purposes of subsection 3 of section 60 of the Act. R.R.O. 1960, Reg. 63, Part VIII, s. 805.

**805.** Under clause *l* of subsection 1 of section 23 of the Act, a corporation shall deduct for the fiscal year the same amount in respect of a reserve for expenses to be incurred by reason of quadrennial or other special surveys as is deducted by the corporation in computing its income under clause *ea* of subsection 1 of section 11 of the *Income Tax Act* (Canada) pursuant to section 3600 of the regulations made under the *Income Tax Act* (Canada) as such regulations are in force and are applied from time to time under that Act. O. Reg. 422/68, s. 9.

**806—(1)** For the purposes of section 2 and clause *a* of subsection 2 of section 23 of the Act, a corporation that wishes to establish that it had a degree of Canadian ownership in a fiscal year shall attach to the return required to be filed under subsection 1 of section 73 of the Act the document containing the prescribed information required by subsection 2 of section 401.



(2) For the purposes of section 2 of the Act, stock exchanges in Canada are prescribed as provided in section 3200 of the regulations made under the *Income Tax Act* (Canada) as it is in force from time to time under that Act. O. Reg. 210/65, s. 4.

(3) This section applies with respect to fiscal years of corporations ending in 1963 and subsequent fiscal years. O. Reg. 210/65, s. 5 (3), *revised*.

**807.**—(1) The officer holding the position of Deputy Minister of Revenue, and the officer in the Department of Revenue holding the position of Comptroller of Revenue may exercise all the powers and perform all the duties of the Minister under the Act.

(2) The officer in the Department of Revenue holding the position of Director, Corporations Tax Branch, may exercise the powers and perform the duties of the Minister under the following sections of the Act:

1. Subsection 2 of section 88.
2. Subsection 1 of section 95.

(3) The officers in the Department of Revenue holding the positions of Chief Tax Assessor, Corporations Tax Branch, and Chief of Administration, Corporations Tax Branch, may exercise all the powers and perform all the duties of the Minister under subsection 2 of section 88 of the Act.

(4) The Director of the Legal Services Branch of the Department of Revenue may exercise all the powers and perform all the duties of the Minister under the following sections of the Act:

1. Subsection 2 of section 88.
2. Subsection 1 of section 95.
3. Subsections 1 and 2 of section 96.

O. Reg. 275/68, s. 1.

**808.**—(1) For the purpose of subclause ii of clause *n* of subsection 1 of section 23 of the Act, the prescribed manner shall be the manner prescribed under subclause ii of clause *g* of subsection 1 of section 11 of the *Income Tax Act* (Canada) as such manner is prescribed from time to time under that Act.

(2) For the purpose of subsection 17 of section 23 of the Act, the prescribed manner shall be the manner prescribed under subsection 17 of section 11 of the *Income Tax Act* (Canada) as such manner is prescribed from time to time under that Act. O. Reg. 422/68, s. 10.

**809.** For the purpose of clause *b* of subsection 1 of section 29 of the Act and clause *b* of subsection 3 of the said section 29, the prescribed form shall be the form prescribed under clause *b* of subsection 1 of section 18 of the *Income Tax Act* (Canada) as such form is prescribed from time to time under that Act. O. Reg. 449/70, s. 9.

**810.**—(1) For the purpose of subparagraph v of paragraph 1 of subsection 1 of section 37 of the Act, the universities outside Canada named in Schedule 1 of the regulations made under the *Income Tax Act* (Canada), as such regulations and schedules are in force and are applied from time to time under that Act, are hereby prescribed to be universities the student bodies of which ordinarily include students from Canada. O. Reg. 422/68, s. 10.

(2) This section applies with respect to fiscal years of corporations commencing on or after the 1st day of January, 1967. O. Reg. 422/68, s. 12 (3) *revised*.

**811.** For the purpose of clause *b* of subsection 6 of section 46 of the Act, "scientific research" means scientific research as defined in section 2900 of the regulations made under the *Income Tax Act* (Canada) as such regulations are in force and are applied from time to time under that Act. O. Reg. 422/68, s. 10.

**812.**—(1) For the purpose of subsection 7 of section 58 of the Act, prescribed form shall be the form prescribed under subsection 3c of section 83A of the *Income Tax Act* (Canada) as such form is prescribed from time to time under that Act.

(2) For the purpose of subsection 8 of section 58 of the Act, prescribed form shall be the form prescribed under subsection 3d of section 83A of the *Income Tax Act* (Canada) as such form is prescribed from time to time under that Act. O. Reg. 422/68, s. 10.

**813.** For the purpose of subsection 1 of section 62 of the Act, the prescribed form shall be the form prescribed under subsection 1 of section 85D of the *Income Tax Act* (Canada) as such form is prescribed from time to time under that Act. O. Reg. 422/68, s. 10.

**814.**—(1) The rate of interest payable under subsection 1 of section 77 of the Act is 9 per cent per annum.

(2) The rate of interest payable under subsection 2 of section 77 of the Act is 9 per cent per annum.

(3) The rate of interest payable under subsection 3 of section 80 of the Act is 4 per cent per annum.

(4) The rate of interest payable under subsection 4 of section 80 of the Act is 7 per cent per annum. O. Reg. 137/69, s. 1.

**815.**—(1) An election made in the prescribed manner for the purposes of section 85J of the *Income Tax Act* (Canada) shall be deemed to be an election for the purposes of section 68 of the Act.

(2) This section applies with respect to fiscal years of corporations ending in 1968 and subsequent fiscal years. O. Reg. 499/70, s. 10.

## PART VII

### FORMS

**901.** A notice of objection under section 81 of the Act shall be in Form 1. \* R.R.O. 1960, Reg. 63, Part IX, s. 901.

**902.** A notice of appeal under section 82 of the Act shall be in Form 2. O. Reg. 449/70, s. 10.

**903.** A notice of waiver under section 78 of the Act shall be in Form 3. O. Reg. 449/70, s. 10.

### Form 1

#### *The Corporations Tax Act*

#### NOTICE OF OBJECTION

.....  
(name of corporation) (BLOCK LETTERS, PLEASE)

of.....  
(give full address, including city, town,  
municipality, county and province)

Notice of Objection is hereby given from the  
assessment bearing date the.....day of.....,  
19.... wherein a tax in the sum of \$.....was  
levied for the fiscal year which ended the.....  
day of....., 19....

The following are the reasons for objection and a  
full statement of facts relating thereto:

(If space insufficient, a separate memorandum  
should be attached setting forth (1) full statement  
of reasons for objection, and (2) full statement of  
relevant facts.)

.....  
(date) (signature) (position or office)

This notice must be signed by an authorized officer  
of the corporation.

### INSTRUCTIONS

To be prepared in TRIPPLICATE, One copy to be retained by the corporation and Two copies to be sent by REGISTERED MAIL addressed to the Minister of Revenue, Department of Revenue, Corporations Tax Branch, Parliament Buildings, Toronto, Ontario.

The envelope containing this Notice must be post-marked within ninety days after the day of mailing of the Notice of Assessment to which the corporation is objecting.

A separate Notice of Objection must be filed for each fiscal year of the corporation in dispute but, if convenient, facts and reasons for several years may be consolidated. O. Reg. 422/68, s. 11.

### Form 2

#### *The Corporations Tax Act*

#### NOTICE OF APPEAL

TAKE NOTICE that pursuant to subsection 2 of section 82 of *The Corporations Tax Act*, the Appellant appeals to the Supreme Court of Ontario from the decision of the Minister of Revenue dated the

.....day of....., 19...., in respect  
of a Corporations Tax Assessment No. ....  
dated the.....day of....., 19....,  
wherein a tax in the amount of..... was  
levied against the Appellant for the fiscal year  
ending on the.....day of.....,  
19....

#### STATEMENT OF FACT AND LAW

(To be completed in accordance with the general  
practice and procedure of the Supreme Court of  
Ontario.) O. Reg. 449/70, s. 11.

### Form 3

#### *The Corporations Tax Act*

#### WAIVER IN RESPECT OF SIX YEAR TIME LIMIT

.....  
(name of corporation)

.....  
(give full address, including city, town, municipality,  
county and province)

Fiscal year to which this waiver applies, 19....

WAIVER

The six year time limit referred to in section 78 (4) (a) (IV) of *The Corporations Tax Act*, within which the Minister may reassess or make additional assessments or assess tax, interest or penalties under the Act is hereby waived for the fiscal year indicated above.

Signature.....

Position or Office.....

Signature.....

Date..... Position or Office.....

INSTRUCTIONS

For use by corporations to waive the time limit within which the Minister may assess, reassess or make additional assessments under *The Corporations Tax Act*.

To be prepared in TRIPPLICATE, ONE copy to be retained by the corporation and Two copies to be sent by REGISTERED MAIL addressed to the Minister of Revenue, Department of Revenue, Corporations Tax Branch, Parliament Buildings, Toronto, Ontario.

This waiver must be signed by two authorized signing officers on behalf of the corporation with corporate seal affixed. O. Reg. 499/70, s. 11.





# REGULATION 140

## under The Cost of Distress Act

### COSTS

1. The fees and costs referred to in sections 1 and 2 of the Act are prescribed as follows:

- |   |         |
|---|---------|
| 1. Levying distress where the claim is \$100 or under.....  | \$ 3.00 |
| Where the claim exceeds \$100, add 50 cents for each succeeding \$100 or part thereof up to a maximum of \$6. |         |
| 2. Possession charges per day per man, where close possession is actually necessary.....                      | 10.00   |
| 3. For taking bond in lieu of possession  | 3.00    |
| 4. Receiving, filing and preparing warrant.....   | 3.00    |
| 5. Every mile or part of a mile necessarily travelled one way to enforce warrant.....                         | .20     |

- |  |         |
|--|---------|
| 6. Where the amount due is satisfied in whole or in part after seizure and before sale, 5 per cent of the amount paid or \$10, whichever is the greater.               |         |
| 7. For appraisal, 5 cents for each \$1 of the value of the goods or the actual reasonable expenses paid for the appraisal by two appraisers, whichever is the greater. |         |
| 8. The cost of advertising actually paid and reasonably incurred.  |         |
| 9. Every necessary notice of sale....  | \$ 1.00 |
| 10. The actual expenses reasonably incurred in tracing, recovering, removing and handling the goods distrained.  |         |
| 11. Commission on sale of 10 per cent of the proceeds of the sale.   |         |

O. Reg. 384/61, s. 1.

# NOTES

1. The first part of the notes is devoted to a discussion of the

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## REGULATION 141

### under The County Judges Act

#### SHORTHAND WRITERS

1. In this Regulation "page" means a typewritten page containing at least 500 words in forty-seven single-spaced lines. O. Reg. 221/66, s. 1.

2. Shorthand notes of evidence shall be transcribed on good quality paper being paper approximately 11 inches long, 8½ inches wide and 16M weight with a margin on the left side and every tenth line numbered consecutively from top to bottom. O. Reg. 221/66, s. 2.

3. In all transcripts of *viva voce* evidence, a question shall be preceded by the letter "Q", and the answer, which shall continue on the line on which the question concludes, by the letter "A", with no double spacing between an answer and the following question to the same witness by the same person. O. Reg. 221/66, s. 3.

4. The transcript of evidence shall contain an index showing the name of each witness with a page reference to where his examination in chief commences, his cross-examination commences and his re-examination commences, and shall contain also a list of the exhibits and their numbers. O. Reg. 221/66, s. 4.

5. Where the transcript of evidence consists of twenty or more pages, it shall be bound on the left side in book form with covers approximately 20M

weight and, where it consists of fewer than twenty pages, it shall be similarly bound with or without covers. O. Reg. 221/66, s. 5.

6. Stenographic reporters are entitled to the following fees for copies of shorthand evidence:

1. For a copy required to be filed in an appeal, for the purpose of mechanical reproduction, \$1.25 per page.
2. For copies other than a copy referred to in paragraph 1, including charges to the jury and oral judgments, other than for use in appeal books, \$1.25 a page for the first copy and 40 cents a page for each additional copy. O. Reg. 221/66, s. 6.

7. Except where he is wholly remunerated by salary, the shorthand writer is entitled to a fee of \$25. for each day he is actually engaged in court. O. Reg. 221/66, s. 7.

8. Except where he is wholly remunerated by salary, where no copies of the evidence are ordered the shorthand writer is entitled to be remunerated at the rate of \$5 per hour but not more than \$25 in any day for reading evidence to the judge from shorthand notes and the remuneration shall be paid by the county upon the certificate of the judge. O. Reg. 221/66, s. 8.

9. The copies of evidence ordered by the judge for his own use shall be paid for by the county upon the certificate of the judge. O. Reg. 221/66, s. 9.



REGULATION 142

under The Credit Unions Act

INCORPORATION

1. An application for incorporation by memorandum of association shall be in Form 1. R.R.O. 1960, Reg. 67, s. 1.
2. A certificate of incorporation shall be in Form 2. R.R.O. 1960, Reg. 67, s. 2.
3. The fee for incorporation is \$20 payable to the Treasurer of Ontario and sent to the Minister with the memorandum of association. R.R.O. 1960, Reg. 67, s. 3, *revised*.
4. The first meeting may be convened by any three or more of the subscribers to the memorandum of association by written notice mailed to each of the subscribers seven days before the date of the meeting, stating the place, date, time and purpose of the meeting. R.R.O. 1960, Reg. 67, s. 4.
5. At the first meeting,

(a) a majority of the subscribers to the memorandum of association constitute a quorum; and

(b) by-laws shall be enacted and the organization completed. R.R.O. 1960, Reg. 67, s. 5.

Form 1

The Credit Unions Act

MEMORANDUM OF ASSOCIATION

made in duplicate and entered into this..... day of....., 19....

1. WE, the subscribers hereto, do hereby severally covenant and agree each with the others to become incorporated under *The Credit Unions Act*, as a credit union under the name of..... Limited having the object and purpose contained in section 4 of the Act.

2. THE SUBSCRIBERS HERETO apply to the Minister for a certificate of incorporation.

Signatures of Two Witnesses	Signature of Subscriber	Seals	Occupation and Address
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

- NOTE: 1. It is necessary to have two witnesses, other than subscribers, for each signature
2. Type or print subscriber's name in full, no initials, beneath each signature.

AFFIDAVIT OF WITNESSES

PROVINCE OF  
ONTARIO

County of.....

To Wit:

We,..... and....., make oath and say:

1. We were personally present and did see each of the persons whose name appears as a subscriber to the within or annexed instrument and a duplicate thereof sign his name and affix his seal thereto.
2. That instrument and duplicate were executed by those persons at the.....
3. We know those persons and each is of the full age of twenty-one years.



4. We are subscribing witnesses to that instrument and duplicate.

SEVERALLY SWORN before me

at the.....of.....  
in the.....of.....  
this.....day of.....,  
19....  
(signatures  
of every  
witness)

A Commissioner, etc.

R.R.O. 1960, Reg. 67, Form 1.  
**Form 2**

*The Credit Unions Act*

CERTIFICATE OF INCORPORATION

WHEREAS an application for incorporation under the provisions of *The Credit Unions Act* has been made to the Minister of Financial and Commercial Affairs by a Memorandum of Association in the prescribed form signed by the persons hereinafter named;

AND WHEREAS those persons have complied with the conditions precedent to the issuing of the desired certificate of incorporation;

Now therefore, under the authority of that Act, I issue this certificate of incorporation constituting the

following persons:.....

a corporation under the name of.....

.....Limited.

GIVEN under my hand at the City of Toronto, this

.....day of....., 19....

.....  
Minister of Financial and  
Commercial Affairs

R.R.O. 1960, Reg. 67, Form 2, revised.

## REGULATION 143

### under The Crop Insurance Act (Ontario)

#### ARBITRATION PROCEEDINGS

1. There is hereby continued a board of arbitration, consisting of one or more members to be appointed by the Lieutenant Governor in Council, known as "The Crop Insurance Arbitration Board" and hereinafter referred to as the "Board". O. Reg. 390/67, s. 1, *amended*.

2. The Lieutenant Governor in Council may designate one of the members of the Board as chairman. O. Reg. 390/67, s. 2.

3. The Board shall have exclusive jurisdiction to hear and determine all disputes between the Commission and an insured person, arising out of the adjustment of a loss under a contract of insurance. O. Reg. 390/67, s. 3.

4. Where the Commission and an insured person have failed to resolve any dispute arising out of the adjustment of a loss under a contract of insurance, and the requirements of Regulation 156 of Revised Regulations of Ontario, 1970 respecting the filing of proof of loss forms have been complied with, the Commission or the insured person may serve, by prepaid first class mail, notice of arbitration upon the other of them, and upon the Board, stating that it or he, as the case may be, requires the matter in dispute to be determined by arbitration. O. Reg. 390/67, s. 4.

5. In any case in which a notice of arbitration has been served, the Board shall fix a day on which, and a time and place at which, it will consider the matter in dispute and hear the parties, and shall notify the parties accordingly. O. Reg. 390/67, s. 5.

6. On the day, and at the time and place so fixed, or on any subsequent day and at any time and place of which the parties have had due notice, the Board shall hear the evidence given on behalf of the parties respecting the matter in dispute referred to it, and shall make an award thereon. O. Reg. 390/67, s. 6.

7. The decision of a majority of its members shall be the decision of the Board, and if there is no majority, the decision of the chairman shall govern. O. Reg. 390/67, s. 7.

8. The Board may sit at any place in Ontario. O. Reg. 390/67, s. 8.

9. All orders, notices and other documents of the Board shall be signed by the chairman or in the event of his absence or inability to act, or if there is no chairman at the time, by any other member of the Board and when so signed shall have like effect as if signed by the chairman. O. Reg. 390/67, s. 9.

10. In the event of the absence or inability to act of any member, or in the case of a vacancy in the Board, the remaining member or members may exercise the powers of the Board. O. Reg. 390/67, s. 10.

## REGULATION 144

### under The Crop Insurance Act (Ontario)

#### CROP INSURANCE PLAN—APPLES

1. The plan in the Schedule is established for the insurance within Ontario of Apples. O. Reg. 204/70, s. 1.

#### Schedule

##### *The Crop Insurance Act (Ontario)*

#### PLAN

1. This plan may be cited as "The Ontario Crop Insurance Plan for Apples".

2. The purpose of this plan is to provide for insurance against a loss in the production of apples resulting from one or more of the perils designated in section 4.

#### INTERPRETATION

3. In this plan,

- (a) "apples" means all varieties of apples produced in Ontario but does not include crabapples;
- (b) "average yield" means the average total orchard production of the insured person over the preceding six years allowing for,
  - (i) age of trees,
  - (ii) biennial bearing,
  - (iii) tree removal, and
  - (iv) change in acreage;
- (c) "experience ratio" means the ratio determined by the Commission calculated by dividing the average orchard production of the three lowest yielding years of the preceding six years by the average yield;
- (d) "wind damage" means damage to the insured crop caused by a severe wind affecting an area designated by the Commission which renders the crop unsaleable to the grower's normal market.

4. The following are designated as perils for the purpose of this plan:

- 1. Drought.
- 2. Excessive moisture.
- 3. Freeze injury.
- 4. Frost.
- 5. Hail.
- 6. Off crop due to adverse weather.
- 7. Unavoidable pollination failure.
- 8. Wind damage.

#### DESIGNATION OF CROP YEAR

5. The crop year for apples is the period from the 1st day of December in any year to the 30th day of November next following.

#### CONTRACT OF INSURANCE

6. For the purposes of this plan, the entire contract of insurance for apples shall be deemed to be comprised of,

- (a) the contract of insurance in Form 1;
- (b) the application for insurance in Form 2;
- (c) the production guarantee report in Form 3; and
- (d) an amendment to any document referred to in clause *a*, *b* or *c* agreed upon in writing.

7. An application for insurance shall,

- (a) be in Form 2;
- (b) be accompanied by a premium deposit of at least \$50; and
- (c) be filed with the Commission not later than the 15th day of April in the crop year in respect of which it is made.

#### DURATION OF CONTRACT

8.—(1) A contract of insurance shall be in force for the crop year in respect of which it is made, and shall continue in force for each crop year thereafter until it is cancelled by the insured person or the Commission in the manner prescribed by subsection 2 or is terminated in accordance with the regulations.



(2) A contract of insurance may be cancelled by the insured person or the Commission by notice in writing to the other party on or before the 1st day of December in the crop year during which the cancellation is to be effective.

#### COVERAGE

9.—(1) The coverage provided in each crop year under a contract of insurance shall be the percentage of the average yield in pounds of the insured person appearing opposite his experience ratio as determined by the Commission in the column for the premium rate selected by the insured person all according to Table 1.

(2) The number of pounds determined under subsection 1 constitutes the total guaranteed production under a contract of insurance.

(3) Where in the opinion of the Commission, the insured person cannot provide adequate records for the preceding six years of production, the average yield and the experience ratio shall be determined by the Commission on such other basis as it may approve.

10.—(1) The established price for apples shall be,

- (a) 2.0¢;
- (b) 2.5¢;
- (c) 3.0¢;
- (d) 3.5¢; or
- (e) 4.0¢,

per pound.

(2) Subject to subsections 3 and 4, the established price per pound selected by an applicant at the time a contract of insurance is made applies in each succeeding crop year during which the contract is in force.

(3) Where,

- (a) the insured person applies therefore in writing in the production guarantee report for the crop year; and
- (b) the Commission consents in writing,

any established price designated in subsection 1 of section 10 may be substituted for the established price selected by the insured person at the time a contract of insurance is made or for any established price substituted in lieu thereof under this subsection.

(4) Notwithstanding anything in this section, the price selected by the insured person shall not exceed the average price received by him for all apples marketed over the preceding four years.

11. The maximum indemnity for which the Commission is liable under a contract of insurance shall be the amount obtained by multiplying the total guaranteed production determined under section 9 by the established price per pound determined under section 10.

#### PREMIUMS

12.—(1) The premium payable by an insured person in the crop year shall be calculated by the Commission on the basis of,

- (a) the premium rate selected by the insured person;
- (b) the average yield; and
- (c) the established price per pound determined under section 10.

(2) Notwithstanding subsection 1, the minimum premium payable by an insured person in each crop year is \$50.

(3) The premium prescribed by subsection 1 and 2 is in addition to such payments in respect of premium as may be made by,

- (a) the Government of Canada under the *Crop Insurance Act* (Canada); and
- (b) the Treasurer of Ontario under subsection 2 of section 7 of the Act.

13.—(1) Where a contract of insurance is in force, a premium shall be paid in respect of each crop year.

(2) Where a premium is payable in respect of a crop year, the insured person shall pay the premium, less the premium deposit, to the Commission at the time the production guarantee report prescribed by section 14 is returned to the Commission.

(3) Where a renewal premium is payable in respect of a crop year, the insured person shall, not later than the 1st day of December in the crop year, pay a premium deposit of,

- (a) 10 per cent of the premium paid in respect of the preceding crop year; or
- (b) \$50,

whichever is the lesser.

(4) Premium discounts provided by Ontario Regulation 158 of Revised Regulations of Ontario, 1970 are not applicable to any premiums payable under this plan.

#### PRODUCTION GUARANTEE REPORT

14. The Commission shall prepare and deliver a production guarantee report in Form 3 to each insured person in each crop year and the insured person shall sign a copy thereof and return it to the Commission.

## FINAL DATE FOR HARVESTING

15. For the purposes of this plan, apples shall be harvested in a crop year not later than the 1st day of November or such other date as may be determined from time to time by the Commission. O. Reg. 204/70, Sched.

## Form 1

*The Crop Insurance Act (Ontario)*

## CONTRACT OF INSURANCE

Between:

THE CROP INSURANCE COMMISSION OF ONTARIO,  
hereinafter referred to as "THE COMMISSION",

OF THE FIRST PART

—and—

.....  
of the.....of.....

in the County or as the case may be of

.....hereinafter referred to as "THE INSURED PERSON",

OF THE SECOND PART

WHEREAS the insured person has applied for crop insurance on apples under The Ontario Crop Insurance Plan for Apples, hereinafter referred to as "the plan".

NOW THEREFORE, subject to *The Crop Insurance Act (Ontario)*, and the regulations made thereunder where in a crop year the insured person suffers a loss in the production of apples resulting from one or more of the perils designated in the plan, the Commission, subject to the terms and conditions hereinafter set forth, agrees to indemnify the insured person in respect of such loss.

## TERMS AND CONDITIONS

## INSURED CROP

1. In this contract, "insured crop" means all varieties of apples produced in Ontario but does not include crabapples.

## CAUSES OF LOSS INSURED AGAINST

2. This contract insures against a loss resulting from drought, excessive moisture, freeze injury, frost, hail, off crop due to adverse weather, unavoidable pollination failure and wind damage.

## CAUSES OF LOSS NOT INSURED AGAINST

3. This contract does not insure against, and no indemnity shall be paid in respect of a loss resulting from,

- (a) the negligence, misconduct or poor farming practices of the insured person or his agents or employees;
- (b) a shortage of labour or machinery;
- (c) insect infestation or plant disease; or
- (d) a peril other than the perils designated in the plan.

## DURATION OF INSURANCE

4. This contract is in force for the crop year in respect of which it is made and continues in force for each crop year thereafter unless it is terminated in accordance with the regulations.

## EXTENT OF INSURANCE

5.—(1) The insured person shall offer for insurance all acreage planted to the insured crop on the farm or farms operated by him in Ontario, and, subject to subparagraph 2, this contract applies to all such acreage.

(2) This contract does not apply to, and no indemnity is payable in respect of, acreage planted to the insured crop,

- (a) that was not adequately prepared for cropping purposes; or
- (b) that, in the opinion of the Commission, is not insurable.

## COVERAGE

6. The coverage provided by this contract shall be determined by the Commission in accordance with section 9 of the plan.

## INDEMNITY

7. The maximum indemnity payable in respect of the insured crop for the crop year shall be the amount obtained by multiplying the total guaranteed production by such established price per pound as is determined in accordance with the plan.

## PREMIUM

8. The amount of premium payable by the insured person in respect of the insured crop for the crop year shall be determined and paid in accordance with the provisions of the plan.



## PRODUCTION GUARANTEE REPORT

9. The production guarantee report prepared by the Commission is binding on the insured person.

## CROP YEAR

10. The crop year for the insured crop is the period from the 1st day of December to the 30th day of November next following.

11.—(1) All insured acreage shall be harvested unless the Commission, upon application therefor in writing, consents in writing to the abandonment or destruction of the insured crop or any part thereof.

(2) The final date for the harvesting referred to in subparagraph 1 is the 1st day of November or such other date as may be determined from time to time by the Commission.

(3) Where the harvesting of the insured acreage is not completed on the date prescribed by subparagraph 2, the insured person shall forthwith notify the Commission in writing and the Commission shall determine,

- (a) the potential production of the unharvested acreage; and
- (b) whether the harvesting was prevented by one or more of the causes of loss insured against.

(4) Where the Commission determines that harvesting was prevented by one or more of the causes of loss insured against, the Commission may extend the time for harvesting for such period as it considers proper.

(5) Where an insured person fails to notify the Commission in accordance with subparagraph 3, no indemnity shall be paid in respect of the unharvested acreage.

## EVALUATION OF LOSS

12.—(1) The amount of loss that shall be taken into account in the final adjustment of loss in respect of the total insured acreage shall be calculated by multiplying the difference between the guaranteed production and the actual production by the established price per pound.

(2) For the purpose of subparagraph 1, actual production shall include,

- (a) the total orchard run of all insured acreage; and
- (b) the potential production of wholly or partially unharvested acreage where the failure to harvest resulted from a cause of loss not insured against.

(3) Where the insured crop or any part thereof has suffered hail or wind damage to such an extent that the grade has been reduced, the actual production thereof for the purpose of subparagraph 1 shall be deemed to be reduced as follows:

- 1. Canada Fancy reduced to Peeler grade—50 per cent.
- 2. Canada Fancy reduced to Juice grade—75 per cent.
- 3. Peeler grade reduced to Juice grade—25 per cent.

## NOTICE OF LOSS OR DAMAGE

13.—(1) Where loss or damage to the insured crop results from one or more of the perils insured against, the insured person shall notify the Commission in writing prior to harvest in order that a pre-harvest inspection may be made.

(2) Notwithstanding subparagraph 1, where loss or damage to the insured crop results from one or more of the perils insured against and the damage was occasioned at a readily ascertainable time, the insured person shall notify the Commission in writing within the following time limits:

- 1. For hail or wind damage, within three days of the time of loss.
- 2. For frost damage or freeze injury occurring before full bloom, by full bloom time.
- 3. For frost damage or freeze injury occurring during or after full bloom, within three days of time of loss.
- 4. For pollination failure, as soon as the loss is apparent, and in any event before the 30th day of June in the crop year.
- 5. For any other insured losses, as soon as the damage is apparent.

(3) Where the insured person fails to notify the Commission pursuant to subparagraphs 1 and 2, a claim by the insured person is invalid and his right to indemnity is forfeited.

MISREPRESENTATION, VIOLATION  
OF CONDITIONS OR FRAUD

14. Where the insured person,

- (a) in his application for insurance,
  - (i) gives false particulars of the insured crop to the prejudice of the Commission, or
  - (ii) knowingly misrepresents or fails to disclose any fact required to be stated therein;



- (b) contravenes a term or condition of the contract of insurance;
- (c) commits a fraud in respect of the insured crop; or
- (d) wilfully makes a false statement in respect of a claim under the contract of insurance,

a claim by the insured person is invalid and his right to recover indemnity is forfeited.

#### WAIVER OR ALTERATION

15. No term or condition of this contract shall be deemed to be waived or altered in whole or in part by the Commission unless the waiver or alteration is clearly expressed in writing signed by the Commission or a representative authorized for that purpose by the Commission.

#### INTEREST OF OTHER PERSONS

16. Notwithstanding that a person other than the insured person holds an interest of any kind in the insured crop, for the purposes of this contract,

- (a) the interest of the insured person in the insured crop is deemed to be the full value of the crop; and
- (b) except as provided in paragraph 17, no indemnity shall be paid to any person other than the insured person.

#### ASSIGNMENT OF RIGHT TO INDEMNITY

17. The insured person may assign all or part of his right to indemnity under this contract in respect of the insured crop but an assignment is not binding on the Commission and no payment of indemnity shall be made to an assignee unless,

- (a) the assignment is made on a form provided by the Commission; and
- (b) the Commission consents thereto in writing.

#### ADJUSTMENT OF LOSS

18.—(1) The indemnity payable for loss or damage to the insured crop shall be determined in the manner prescribed by this contract.

(2) The Commission may cause the production of the insured crop to be appraised by any method that it deems proper.

(3) No indemnity shall be paid for a loss in respect of the insured crop unless the insured person establishes,

- (a) the actual production obtained from the insured crop for the crop year; and

- (b) that the loss in production or part thereof resulted directly from one or more of the perils insured against.

(4) Where a loss in production resulted partly from a peril insured against and partly from a cause of loss not insured against, the Commission shall determine the amount of the loss that resulted from the cause of loss not insured against, and the indemnity payable by the Commission under this contract shall be reduced accordingly.

#### PROOF OF LOSS

19.—(1) A claim for indemnity in respect of the insured crop shall be made on a proof of loss form provided by the Commission and shall be filed with the Commission not later than sixty days after,

- (a) the completion of harvesting of the insured crop; or
- (b) the end of the crop year,

whichever is the earlier.

(2) Subject to subparagraph 3, a claim for indemnity shall be made by the insured person.

(3) A claim for indemnity may be made,

- (a) in the case of the absence or inability of the insured person, by his agent; or
- (b) in the case of the absence or inability of the insured person or on his failure or refusal to do so, by an assignee under an assignment made in accordance with paragraph 17.

(4) Where required by the Commission, the information given in a proof of loss form shall be verified by statutory declaration.

#### ARBITRATION

20. Where the Commission and the insured person fail to resolve any dispute respecting the adjustment of a loss under this contract, the matter shall be determined by arbitration in accordance with the regulations.

#### TIME FOR PAYMENT OF INDEMNITY

21.—(1) No indemnity under this contract becomes due and payable until,

- (a) the end of the crop year; and
- (b) the premium has been paid in full.

(2) Where the indemnity payable by the Commission under this contract is established by the filing of a proof of loss form or by an award of an arbitrator or board of arbitration, it shall be paid within sixty days of the receipt by the Commission of the proof of loss form or award, as the case may be.

(3) Nothing in this paragraph prevents the Commission from paying indemnity under this contract at an earlier date.

SUBROGATION

22. Where the Commission has paid a claim under this contract, the Commission is subrogated to the extent thereof to all rights of recovery of the insured person against any person and may bring action in the name of the insured person to enforce those rights.

RIGHT OF ENTRY

23. The Commission has a right of entry to the premises of the insured person that may be exercised by agents of the Commission at any reasonable time or times for any purpose related to the contract of insurance.

NOTICE

24.—(1) Any written notice to the Commission shall be given by delivery thereof or by sending it by mail to the Commission.

(2) Written notice to the insured person shall be given by delivery thereof or by sending it by mail addressed to him at his last post office address on file with the Commission.

IN WITNESS WHEREOF The Crop Insurance Commission of Ontario has caused this contract of insurance to be signed by its general manager but the same shall not be binding upon the Commission until countersigned by a duly authorized representative thereof.

Countersigned and dated at . . . . ., this . . . . .

day of . . . . ., 19 . . . .

.....  
Duly Authorized Representative    General Manager

O. Reg. 204/70, Form 1, *amended*.

TABLE 1

Experience Ratio	Premium Rate	3%	4%	5%	6%	7%	8%
	Percentage Coverage						
84	80						
82	77	80					
80	74	77	80				
78	71	74	78	80			
76	67	71	75	78	80		
74	63	68	72	75	78	80	
72	59	65	69	72	76	78	
70	55	62	66	69	73	76	
68	51	59	63	66	70	74	
66	47	55	59	63	67	71	
64	43	51	56	60	64	68	
62	39	47	52	57	61	65	
60	35	43	48	53	58	62	

Form 2

The Crop Insurance Act (Ontario)

APPLICATION FOR CROP INSURANCE FOR APPLES

To: The Crop Insurance Commission of Ontario

.....  
(name of person, corporation or partnership, and if partnership, names of all partners)

.....  
(address) (telephone no.)

applies for crop insurance under *The Crop Insurance Act (Ontario)*, and the regulations and in support of this application the following facts are stated:

- 1. Crop Insurance Contract number, if any, under *The Crop Insurance Act (Ontario)*,.....
- 2. This application is made for insurance coverage on apples.
- 3. This application is made for the crop year ending in 19.....
- 4. Description of the orchard or orchards operated by applicant:

Orchard Number	Lot	Concession	Township	County, etc.	Total Acres in Orchard	Total Number of Trees

5. The price per pound of apples applied for is:

- 2.0¢ ☐ 2.5¢ ☐ 3.0¢ ☐
- 3.5¢ ☐ 4.0¢ ☐

6. Production records for the preceding six years are available:

Yes ☐ No ☐

7. Sales records for the preceding four years are available: Yes ☐ No ☐

8. A deposit premium of \$..... (minimum \$50) accompanies this application.

Dated at....., this.....day of....., 19.....

.....  
(signature of applicant(s) )

.....  
(title of official signing for a corporation)



Form 3

The Crop Insurance Act (Ontario)

PRODUCTION GUARANTEE REPORT FOR APPLES

1. Insured person .....  
(name) (address) (county, etc.) (telephone no.)
2. Crop Insurance Contract No.....
3. Crop year covered by this report: 19....
4. Total production during the past six years has been affected by,  
(a) Tree removal ☐ Yes ☐ No;  
(b) Biennial bearing ☐ Yes ☐ No;  
(c) Change in acreage ☐ Yes ☐ No;  
(d) Age of trees ☐ Yes ☐ No.
5. Declaration of Previous Yields:

Year	Acreage	Number of Bearing Trees	Actual Yield in Pounds	Percentage of Potential	Cause of Loss

6. Estimated production in the crop year is ..... pounds.
7. Average yield for insurance purposes is ..... pounds.
8. Established price ..... per pound.
9. Experience ratio .....
10. Determination of Guaranteed Production:

Average Yield for Insurance Purposes	Premium Rate Selected	Percentage Coverage	Guaranteed production (pounds)

11. Determination of Premium:

Average Yield in Pounds	Value at Established Price	Premium Rate Selected	Total Premium	Grower's Share	Premium Deposit	Balance

Dated at....., this.....day of....., 19....

.....  
(signature of insured person)

.....  
(signature of authorized representative)

## REGULATION 145

### under The Crop Insurance Act (Ontario)

#### CROP INSURANCE PLAN—CORN

1. The plan in the Schedule is established for the insurance within Ontario of corn. O. Reg. 120/68, s. 1.

#### Schedule

##### *The Crop Insurance Act (Ontario)*

#### PLAN

1. This plan may be cited as "The Ontario Crop Insurance Plan for Corn".

2. The purpose of this plan is to provide for insurance against a loss in the production of corn resulting from one or more of the perils designated in section 4.

#### INTERPRETATION

3. In this plan,

(a) "average farm yield" means the average of previous yields of the seeded acreage computed on the basis of acreage production records of the insured person or on such other basis as the Commission approves;

(b) "bushel" means 56 pounds of shelled corn, the kernel moisture content of which does not exceed 15.5 per cent;

(c) "corn" means hybrid corn of every kind or variety planted in Ontario for the purpose of harvesting as grain corn, but does not include sweet corn or pop-corn;

(d) "grain corn" means shelled corn or ear corn.

#### DESIGNATION OF PERILS

4. The following are designated as perils for the purposes of this plan:

1. Drought.
2. Excessive moisture.
3. Excessive rainfall.
4. Flood.
5. Frost.
6. Hail.

7. Insect infestation.

8. Plant disease.

9. Wildlife.

10. Wind.

#### DESIGNATION OF CROP YEAR

5. The crop year for corn is the period from the 1st day of March in any year to the 15th day of December next following.

#### CONTRACT OF INSURANCE

6. For the purposes of this plan, the entire contract of insurance for corn shall be deemed to be comprised of,

(a) the contract of insurance in the form prescribed by Regulation 156 of Revised Regulations of Ontario, 1970;

(b) an endorsement for corn in Form 2;

(c) the application for insurance;

(d) the final acreage report for each crop year; and

(e) an amendment to any document referred to in clauses *a*, *b*, *c* or *d* agreed upon in writing.

7. An application for insurance shall,

(a) be in Form 1;

(b) be accompanied by a premium deposit of at least \$15; and

(c) be filed with the Commission not later than the 1st day of May in the crop year in respect of which it is made.

#### DURATION OF CONTRACT

8.—(1) A contract of insurance shall be in force for the crop year in respect of which it is made, and shall continue in force for each crop year thereafter until it is cancelled by the insured person or the Commission in the manner prescribed by subsection 2 or is terminated in accordance with the regulations.

(2) A contract of insurance may be cancelled by the insured person or the Commission by notice in writing to the other party on or before the 15th day of May in the crop year during which the cancellation is to be effective.



## CONVERSION

9. Where for the purpose of this plan a unit of measurement is converted into bushels in,

- (a) computing the average farm yield to be declared in the final acreage report; or
- (b) measuring,
  - (i) the potential production of seeded acreage, or
  - (ii) the actual production of harvested acreage,

the conversion shall be made on such basis as the Commission approves.

## COVERAGE

10.—(1) The coverage provided in each crop year under a contract of insurance shall be,

- (a) 50 per cent; or
- (b) 70 per cent,

of the average farm yield in bushels of the total acreage seeded to corn by the insured person in accordance with the regulations.

(2) The number of bushels determined under subsection 1 constitutes the total guaranteed production under a contract of insurance.

11. The maximum amount for which the Commission is liable under a contract of insurance shall be the amount obtained by multiplying the total guaranteed production determined under section 10 by the established price per bushel prescribed by section 12.

12.—(1) The established price for corn shall be,

- (a) 75¢;
- (b) \$1.00; or
- (c) \$1.25,

per bushel.

(2) Subject to subsection 3, the established price per bushel selected by an applicant at the time a contract of insurance is made applies in each succeeding crop year during which the contract is in force.

(3) Where,

- (a) the insured person applies therefor in writing on or before the 1st day of May in a crop year; and

(b) the Commission consents in writing,

any established price designated in subsection 1 may be substituted for the established price selected by the insured person at the time a contract of insurance is made or for any established price substituted in lieu thereof under this subsection.

## PREMIUMS

13.—(1) The premium payable by an insured person in respect of acreage located in a Zone designated in column 1 of Table 1 for each \$100 of liability determined under section 10 is the amount set opposite the Zone,

- (a) in column 2 where the percentage selected under section 10 is 50 per cent; and
- (b) in column 3 where the percentage selected under section 10 is 70 per cent.

(2) Notwithstanding subsection 1, the minimum premium payable by an insured person in each crop year is \$15.

(3) The premiums prescribed by subsections 1 and 2 are in addition to such payments in respect of premiums as may be made by,

- (a) the Government of Canada under the *Crop Insurance Act* (Canada); and
- (b) the Treasurer of Ontario under subsection 2 of section 7 of the Act.

14.—(1) Where a contract of insurance is in force, a premium shall be paid in respect of each crop year in which the insured person seeds acreage to corn.

(2) Where a premium is payable in respect of a crop year, the insured person shall pay the premium, less the premium deposit, if any, to the Commission at the time he files the final acreage report prescribed by section 15.

## FINAL ACREAGE REPORTS

15.—(1) Every insured person shall file with the Commission in each crop year a final acreage report in Form 3 within ten days after the seeding of acreage to corn is completed.

(2) A final acreage report filed with the Commission shall not be amended without the consent in writing of the Commission.

16.—(1) The Commission may revise the final acreage report in any or all respects and adjust the premium accordingly and, in such case, shall notify the insured person in writing forthwith respecting such revision and adjustment.

(2) The insured person shall be deemed to have agreed with the revision of the final acreage report and adjustment of premium made by the Commission under subsection 1 unless, within ten days from the mailing or delivery of the notification by the Commission, he notifies the Commission in writing that he rejects such revision and adjustment.

(3) Where the Commission receives notice from an insured person under subsection 2, it shall notify the insured person in writing that the contract of insurance does not apply for the crop year in respect of which the final acreage report was filed and shall refund any premium or premium deposit paid in respect of that crop year.

(4) A final acreage report revised under this section shall, failing notice under subsection 2, constitute the final acreage report for the crop year.

17.—(1) Where an insured person in any crop year fails to file a final acreage report in the form and manner prescribed by this Regulation, the Commission may,

- (a) prepare the final acreage report; or
- (b) declare the insured acreage to be nil.

(2) Where the Commission prepares a final acreage report under subsection 1, the Commission shall mail or deliver a copy of the report to the insured person.

(3) Every insured person shall pay the premium for the crop year in respect of which a final acreage report is prepared by the Commission within ten days from the mailing or delivery to him of a copy of the report.

18.—(1) Where the Commission has not revised the average farm yield stated by the insured person in a final acreage report, the Commission may, on the adjustment of a claim for a loss in production of corn in the crop year, require the insured person to satisfy the Commission that the average farm yield was computed on the basis of his acreage production records or on a reasonable assessment of the productivity of the seeded acreage under normal growing conditions.

(2) Where the insured person fails to satisfy the Commission under subsection 1, the Commission shall determine the average farm yield and shall reduce accordingly the total guaranteed production determined in accordance with section 10 and the maximum amount of indemnity for which it is liable under section 11, but no portion of the premium shall be refunded.

#### VARIETIES OF CORN

19. Except as otherwise determined by the Commission, for the purposes of this plan acreage may be seeded only to varieties of corn recommended in Publication No. 296 of the Department of Agriculture and Food entitled "Field Crop Recommendations" for the same number of heat units as, or a lesser number of heat units than, the said Publication No. 296 specifies as being available for corn production in the area in which the said acreage is situate.

#### FINAL DATE FOR SEEDING

20.—(1) For the purposes of this plan, the final date for seeding corn in a crop year to acreage situate in an area specified in Publication No. 296 of the Department of Agriculture and Food entitled "Field Crop Recommendations" as having the number of heat units available for corn production set out in column 1 of Table 2, is the date set opposite such number of heat units in column 2.

(2) Notwithstanding subsection 1, where the insured person seeds acreage in a crop year to a variety of corn recommended in the said Publication No. 296 for a lesser number of heat units than the said Publication No. 296 specifies as being available for corn production in the area in which the said acreage is situate, the final date for seeding such acreage in the crop year is seven days after the date prescribed therefor in subsection 1 or such other date as may be approved by the Commission.

#### FINAL DATE FOR HARVESTING

21. For the purposes of this plan, the final date for harvesting corn in a crop year is the 15th day of December or such other date as may be determined from time to time by the Commission. O. Reg. 120/68, Sched.; O. Reg. 229/70, ss. 1-7.



TABLE 1

COLUMN 1	COLUMN 2	COLUMN 3
Zone	50%	70%
Zone 1 consisting of the counties of Brant, Elgin, Essex, Kent, Lambton, Middlesex, Norfolk and Oxford.	\$2.00	\$4.00
Zone 2 consisting of the counties of Durham, Haldimand, Halton, Hastings, Huron, Northumberland, Ontario, Peel, Perth, Prince Edward, Waterloo, Wellington, Wentworth and York as it existed on the 31st day of December, 1970 and The Regional Municipality of Niagara.	\$2.50	\$5.00
Zone 3 consisting of the counties of Bruce, Dufferin, Dundas, Frontenac, Glengarry, Grenville, Grey, Lanark, Leeds, Lennox and Addington, Peterborough, Prescott, Renfrew, Russell, Simcoe, Stormont and Victoria and The Regional Municipality of Ottawa-Carleton.	\$2.75	\$5.50

O. Reg. 229/70, s. 89, *amended*.

TABLE 2

COLUMN 1	COLUMN 2
Heat Units Available for Corn Production	Final Seeding Date
2600 or less	June 1st
2700 and 2800	May 29th
2900 and 3000	May 27th

COLUMN 1	COLUMN 2
Heat Units Available for Corn Production	Final Seeding Date
3100 and 3200	May 25th
3300 and 3400	May 23rd
Over 3400	May 21st

O. Reg. 120/68, Table 2.

Form 1

*The Crop Insurance Act (Ontario)*

APPLICATION FOR CROP INSURANCE

To: The Crop Insurance Commission of Ontario:

.....  
(name of person, corporation or partnership, and if partnership, names of all partners)  
.....  
(address) (telephone no.)

applies for crop insurance under *The Crop Insurance Act (Ontario)*, and the regulations and in support of this application the following facts are stated:

1. Contract number.....
2. Crop plan.....



3. Crop year ending.....
4. The applicant is the owner-operator or tenant-operator of the farm or farms described below.
5. Description of farm or farms operated by applicant:

Farm No.	Lot	Concession	Township	County, etc.	Total Acreage of Farm	Acreage to be Seeded to Insured Crop	Owner or Tenant

6. Declaration of yields (for the most recent years in which the crop was produced):

Harvest Year	Total Acres		Date Completed (if known)		Total Yield Harvested
	Seeded	Harvested*	Seeding	Harvesting	

\*Where harvested acreage was less than seeded acreage, indicate reason .....

7. Average farm yield is ..... bushels per acre.
- 8.—(1) Coverage applied for is ☐ 50% or ☐ 70% of average farm yield.
- (2) Price per bushel applied for is ☐ \$0.75 ☐ \$1 ☐ \$1.25.
9. A deposit premium of \$.....(minimum of \$15) accompanies this application.

Dated at....., this.....day of....., 19....

.....  
(signature of applicant(s))

.....  
(title of official signing for a corporation)

**Form 2***The Crop Insurance Act (Ontario)***CORN ENDORSEMENT**

WHEREAS the insured person has applied for crop insurance for corn under The Ontario Crop Insurance Plan for Corn, hereinafter referred to as "the plan", and has paid the deposit premium prescribed thereunder;

NOW THEREFORE, subject to *The Crop Insurance Act (Ontario)* and the regulations made thereunder, the contract of insurance between The Crop Insurance Commission of Ontario and the insured person is hereby extended to cover corn.

**CAUSES OF LOSS INSURED AGAINST**

1. This endorsement insures against a loss in the production of corn in a crop year resulting from drought, excessive moisture, excessive rainfall, flood, frost, hail, insect infestation, plant disease, wildlife and wind.

**DURATION OF INSURANCE**

2. The contract of insurance for corn is in force for the crop year in which it is made and continues in force for each crop year thereafter until it is cancelled or terminated in accordance with the regulations.

**CONVERSION**

3. Where a unit of measurement is converted into bushels in,

(a) computing the average farm yield to be declared in the final acreage report; or

(b) measuring,

(i) the potential production of seeded acreage, or

(ii) the actual production of harvested acreage,

the conversion shall be made on such basis as the Commission approves.

**COVERAGE**

4. The coverage provided for corn in each crop year is such percentage of the average farm yield in bushels of the total acreage seeded to corn as is selected by the insured person in his application or such other percentage as may be selected by him from time to time with the consent of the Commission.

**TOTAL GUARANTEED PRODUCTION**

5. The number of bushels determined in accordance with paragraph 4 is the total guaranteed production of corn for a crop year.

**IDEMNITY**

6. The maximum indemnity payable for a loss in production of corn in a crop year is the amount obtained by multiplying the total guaranteed production by the price per bushel established in the plan.

**PREMIUM**

7. For each crop year in which the insured person seeds acreage to corn, an annual premium shall be paid, the amount of which shall be determined in the manner prescribed by the plan.

**FINAL ACREAGE REPORT**

8. In each crop year in which the contract of insurance is in force for corn, the insured person shall file a final acreage report in the form and manner prescribed by the plan.

**CROP YEAR**

9. The crop year for corn is the period from the 1st day of March in any year to the 15th day of December next following.

**FINAL DATE FOR SEEDING**

10. Corn shall be seeded in each crop year not later than the date prescribed by the plan for the area in which the seeded acreage is situate.

**HARVESTING OF SEEDED ACREAGE**

11.—(1) All acreage seeded to corn in a crop year shall be harvested as grain corn unless the Commission, upon application therefor in writing, consents in writing to,

(a) the use of the seeded acreage or any part thereof for another purpose; or

(b) the abandonment or destruction of the insured crop or any part thereof.

(2) The harvesting referred to in subparagraph 1 shall be completed not later than the 15th day of December or such other date as may be determined from time to time by the Commission.

(3) Where the harvesting of any seeded acreage is not completed on the date prescribed by subparagraph 2, the insured person shall forthwith notify the Commission in writing and the Commission shall determine,



- (a) the number of unharvested acres and the potential production thereof; and
- (b) whether the harvesting of the seeded acreage was prevented by reason of one or more of the causes of loss insured against.

(4) Where an insured person fails to notify the Commission in accordance with subparagraph 3, no indemnity shall be paid in respect of the unharvested acreage.

(5) Where,

- (a) pursuant to subparagraph 1, any seeded acreage is used for a purpose other than harvesting as grain corn; or
- (b) the harvesting of any seeded acreage was prevented by reason of a cause of loss not insured against,

the Commission shall determine the potential production of such acreage and such potential production shall be taken into account in the final adjustment of loss.

12. Where the Commission determines that harvesting of any seeded acreage was prevented by reason of one or more of the causes of loss insured against, it shall determine the production of such acreage likely to be recovered by the insured person and such production shall be taken into account in the final adjustment of loss.

#### VARIETIES OF CORN

13. Except as otherwise determined by the Commission, acreage may be seeded only to varieties of corn recommended in Publication No. 296 of the Department of Agriculture and Food entitled "Field Crop Recommendations" for the area in which the seeded acreage is situate.

#### EVALUATION OF LOSS

14. For the purpose of determining the loss in production of corn in a crop year and the indemnity payable therefor, the value of the crop shall progress through the stages prescribed in paragraphs 15, 16 and 17.

#### STAGE 1

15.—(1) Stage 1 comprises the period from the date on which the seeding of acreage to corn is completed to and including the 15th day of June in the crop year.

(2) Where loss or damage occurs in Stage 1, the Commission, upon application therefor in writing by the insured person, may consent in writing to,

- (a) the reseeded of the damaged acreage, provided that,

- (i) the variety of corn reseeded is one prescribed by paragraph 13 for the area in which the damaged acreage is situate, and

- (ii) the reseeded is completed not later than seven days after the date prescribed by Table 2 as the final date for seeding in the area in which the damaged acreage is situate; or

- (b) the use of the damaged acreage for any other purpose or to the abandonment or destruction of the insured crop on such damaged acreage and, in such case, the Commission shall determine the number of damaged acres and the potential production thereof.

(3) Where the damaged acreage is reseeded to corn in accordance with clause *a* of subparagraph 2, the contract of insurance shall continue to apply to such reseeded acreage and the Commission shall pay a supplementary benefit to the insured person calculated at the rate of \$5 for each reseeded acre.

(4) Where the damaged acreage is used for any other purpose or the insured crop is abandoned or destroyed in accordance with clause *b* of subparagraph 2, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total seeded acreage shall be calculated by multiplying,

- (a) 30 per cent of the guaranteed production for the damaged acreage; or
- (b) the difference between the guaranteed production and the potential production determined under clause *b* of subparagraph 2 for the damaged acreage,

whichever is the lesser, by the established price per bushel.

(5) Where the damaged acreage is not used for any other purpose or the crop thereon is not abandoned or destroyed after the Commission has consented thereto the amount of loss calculated under subparagraph 4 shall not be taken into account in the final adjustment of loss.

(6) Notwithstanding any application made in writing by the insured person under this paragraph, the Commission may, where loss or damage occurs in Stage 1, notify the insured person in writing that it intends to terminate the insurance coverage on such damaged acreage and to calculate the amount of loss in the manner prescribed in subparagraph 4 with respect to such damaged acreage and, where notice of such intention has been given, the Commission shall calculate accordingly the amount of loss to be taken into account in the final adjustment of loss and the value of the insured crop on such damaged acreage shall not progress beyond Stage 1.



STAGE 2

16.—(1) Stage 2 commences on the 16th day of June in the crop year and, with respect to any part of the seeded acreage, ends with the completion of harvesting of such part.

(2) Where loss or damage occurs in Stage 2, the Commission, upon application therefor in writing by the insured person, may consent in writing to the use of the damaged acreage for any other purpose or to the abandonment or destruction of the insured crop on such damaged acreage and, in such case, the Commission shall determine the number of damaged acres and the potential production thereof.

- (3) Where,
  - (a) damaged acreage is used for any other purpose or the insured crop thereon is abandoned or destroyed in accordance with subparagraph 2; or
  - (b) the harvesting of any seeded acreage is not completed on the date determined therefor and the harvesting was prevented by reason of a cause of loss not insured against,

the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total seeded acreage shall be calculated by multiplying the amount by which 80 per cent of the guaranteed production for the damaged or unharvested acreage, as the case may be, exceeds the potential production determined therefor by the established price per bushel.

(4) Where damaged acreage is not used for any other purpose or the crop thereon is not abandoned or destroyed after the Commission has consented thereto, the amount of loss calculated under subparagraph 3 shall not be taken into account in the final adjustment of loss.

(5) Where the harvesting of any seeded acreage is not completed on the date determined therefor and the harvesting was prevented by reason of one or more of the causes of loss insured against, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total seeded acreage shall be calculated by multiplying the amount by which 80 per cent of the guaranteed production for the unharvested acreage exceeds the production likely to be recovered as determined under paragraph 12 by the established price per bushel.

STAGE 3

17.—(1) Stage 3 applies to seeded acreage with respect to which harvesting has been completed.

(2) Where the actual production of the acreage so harvested is less than the guaranteed production for such acreage, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total seeded acreage shall be calculated by multiplying the difference between the guaranteed production and the actual production by the established price per bushel.

FINAL ADJUSTMENT OF LOSS FOR TOTAL SEEDED ACREAGE

18. The indemnity payable with respect to the total seeded acreage in the final adjustment of loss shall be the sum of all Stage 1, Stage 2 and Stage 3 loss calculations applicable to such acreage, but where,

- (a) the actual production of any harvested acreage; or
- (b) the potential production of any unharvested acreage,

exceeds the guaranteed production of such acreage, the indemnity otherwise payable shall be reduced by the amount obtained by multiplying such excess by the established price per bushel.

INCORRECT ACREAGE IN FINAL ACREAGE REPORT

19.—(1) Where the actual seeded acreage of corn in a crop year is less than the seeded acreage declared on the final acreage report, the guaranteed production and the amount of insurance shall be reduced proportionately and no refund of premium or part thereof shall be made.

(2) Where the actual seeded acreage of corn in a crop year exceeds the seeded acreage declared on the final acreage report, the guaranteed production per acre shall be reduced proportionately.

IN WITNESS WHEREOF The Crop Insurance Commission of Ontario has caused this endorsement to be signed by its general manager but the same shall not be binding upon the Commission until countersigned by a duly authorized representative thereof.

Countersigned and dated at .....

this ..... day of ....., 19....

.....  
Duly Authorized Representative

.....  
General Manager

Form 3

The Crop Insurance Act (Ontario)

FINAL ACREAGE REPORT FOR GRAIN CORN

1. Insured person .....  
(name) (address) (county) (telephone no.)
2. Crop insurance contract number ..... 3. Crop year covered by this report 19....
4. Coverage in force is.....per cent of the average farm yield.
5. I hereby assign my right to indemnity under this contract in respect of the crop described hereunder to .....  
(name) (address)
6. Full time farmer ☐ Yes ☐ No. If "No", state other occupation(s).....
7. Crop will be harvested by: own equipment ☐ shared equipment ☐ custom operator ☐
8. Details of acreage seeded to grain corn (a diagram of each farm on which the insured crop is grown must be attached to this report):

Farm No.	No. of Acres	Soil Type	Manure Applied No. Acre	Fertilizer Applied		No. Acres Systematically Tile-Drained	Distance Between Drains	Heat Unit Rating	Previous Crop Produced
				Pounds per Acre	Grade				

Hybrid — Variety	No. of Acres Seeded	Date Seeding Completed

9. The fertilizer referred to above was applied in accordance with soil test recommendations: ☐ Yes ☐ No
10. Chemical Weed control applied or to be applied: ☐ Yes ☐ No
11. Average farm yield is.....bushels per acre.

- 12. The acreage set out in paragraph 8 is the total acreage seeded to grain corn by the insured person and at this date the crop has suffered no damage, except as follows:.....
- 13. The premium (less premium deposit, if any) accompanies this report.

Dated at ....., this.....day of ....., 19.....

.....  
(signature of insured person)

.....  
(title of official signing for a corporation)

O. Reg. 229/70, s. 11.



## REGULATION 146

### under The Crop Insurance Act (Ontario)

#### CROP INSURANCE PLAN—CORN SILAGE

1. The plan in the Schedule is established for the insurance within Ontario of corn silage. O. Reg. 205/70, s. 1.

#### Schedule

##### *The Crop Insurance Act (Ontario)*

#### PLAN

1. This plan may be cited as "The Ontario Crop Insurance Plan for Corn Silage".

2. The purpose of this plan is to provide for insurance against a loss in the production of corn silage resulting from one or more of the perils designated in section 4.

#### INTERPRETATION

3. In this plan,

(a) "actual production" means the total quantity of corn silage obtained up to the end of the crop year from the harvested portion of the seeded acreage, plus the potential production, as determined by the Commission, of that portion of such seeded acreage that is unharvested or was harvested for some other purpose;

(b) "area" means an area designated in column 1 of Table 1;

(c) "corn silage" means silage produced from whole corn plants.

#### DESIGNATION OF PERILS

4. The following are designated as perils for the purpose of this plan:

1. Drought.
2. Excessive moisture.
3. Excessive rainfall.
4. Flood.
5. Frost.
6. Hail.

7. Insect infestation.

8. Plant disease.

9. Wind.

#### DESIGNATION OF CROP YEAR

5. The crop year for corn silage is the period from the first day of March in any year to the first day of November next following.

#### CONTRACT OF INSURANCE

6. For the purposes of this plan, the entire contract of insurance for corn silage shall be deemed to be comprised of,

(a) the contract of insurance in the form prescribed by Regulation 156 of Revised Regulations of Ontario, 1970;

(b) an endorsement for corn silage in Form 2;

(c) the application for insurance in Form 1;

(d) the final acreage report for each crop year in Form 3; and

(e) an amendment to any document referred to in clause *a*, *b*, *c* or *d* agreed upon in writing.

7. An application for insurance shall,

(a) be in Form 1;

(b) be accompanied by a premium deposit of at least \$15; and

(c) be filed with the Commission not later than the 1st day of May in the crop year in respect of which it is made.

#### DURATION OF CONTRACT

8.—(1) A contract of insurance shall be in force for the crop year in respect of which it is made, and shall continue in force for each crop year thereafter until it is cancelled by the insured person or the Commission in the manner prescribed in subsection 2 or is terminated in accordance with the regulations.

(2) A contract of insurance may be cancelled by the insured person or the Commission by notice in writing to the other party on or before the 1st day

of May in the crop year during which the cancellation is to be effective.

#### COVERAGE

9.—(1) The coverage provided in each crop year under a contract of insurance shall be 70 per cent of the insurable yield in tons, as determined by the Commission on the basis of,

- (a) the area average yield as determined by the Commission for the area in which the insured acreage is situate;
- (b) the average farm yield of the seeded acreage based on the acreage production records of the insured person or on such other basis as the Commission approves; and
- (c) the number of years the insured crop has been grown under the contract of insurance.

(2) The number of tons determined under subsection 1 constitutes the total guaranteed production under a contract of insurance.

10.—(1) The established price for corn silage shall be,

- (a) \$5;
- (b) \$6.50; or
- (c) \$8,

per ton.

(2) Subject to subsection 3, the established price per ton selected by an applicant at the time a contract of insurance is made applies in each succeeding crop year during which the contract is in force.

(3) Where,

- (a) the insured person applies therefor in writing on or before the 1st day of May in the crop year; and
- (b) the Commission consents in writing, any established price designated in subsection 1 may be substituted for the established price selected by the insured person at the time a contract of insurance is made or for any established price substituted in lieu thereof under this subsection.

11. The maximum indemnity for which the Commission is liable under a contract of insurance shall be the amount obtained by multiplying the total guaranteed production determined under section 9 by the established price per ton determined under section 10.

#### PREMIUMS

12.—(1) The premium payable by an insured person in respect of acreage located in an area designated in column 1 of Table 1 for each \$100 of liability determined under section 11 is the amount set opposite the area in column 2.

(2) Notwithstanding subsection 1, the minimum premium payable by an insured person in each crop year is \$15.

(3) The premium prescribed by subsections 1 and 2 is in addition to such payments in respect of premiums as may be made by,

- (a) the Government of Canada under the *Crop Insurance Act* (Canada); and
- (b) the Treasurer of Ontario under subsection 2 of section 7 of the Act.

13.—(1) Where a contract of insurance is in force, a premium shall be paid in respect of each crop year in which the insured person seeds acreage to corn for silage.

(2) Where a premium is payable in respect of a crop year, the insured person shall pay the premium, less the premium deposit, if any, to the Commission at the time he files the final acreage report prescribed by section 14.

#### FINAL ACREAGE REPORT

14.—(1) Every insured person shall file with the Commission a final acreage report in Form 3 within ten days after the seeding of acreage to corn for silage is completed.

(2) A final acreage report filed with the Commission shall not be amended without the consent in writing of the Commission.

15.—(1) The Commission may revise the final acreage report in any or all respects and adjusts the premium accordingly and, in such case, shall notify the insured person in writing forthwith respecting such revision and adjustment.

(2) The insured person shall be deemed to have agreed with the revision of the final acreage report and adjustment of premium made by the Commission under subsection 1 unless, within ten days from the mailing or delivery of the notification by the Commission, he notifies the Commission in writing that he rejects such revision and adjustment.

(3) Where the Commission receives notice from an insured person under subsection 2, it shall notify the insured person in writing that the contract of insurance does not apply for the crop year in respect of which the final acreage report was filed and



shall refund any premium or premium deposit paid in respect of that crop year.

(4) A final acreage report revised under this section shall, failing notice under subsection 2, constitute the final acreage report for the crop year.

16.—(1) Where an insured person in any crop year fails to file a final acreage report in the form and manner prescribed by this Regulation, the Commission may,

- (a) prepare a final acreage report ; or
- (b) declare the insured acreage to be nil.

(2) Where the Commission prepares a final acreage report under subsection 1, the Commission shall mail or deliver a copy of the report to the insured person.

(3) Every insured person shall pay the premium for the crop year in respect of which a final acreage report is prepared by the Commission within ten days from the mailing or delivery to him of a copy of the report.

VARIETIES OF CORN FOR SILAGE

17. Except as otherwise determined by the Commission, for the purposes of this plan acreage may be seeded to any licensed variety of corn offered for sale in Ontario.

FINAL DATE FOR SEEDING

18. For the purposes of this plan, the final date for seeding the insured crop in a crop year is the 15th day of June or such other date as may be determined from time to time by the Commission.

FINAL DATE FOR HARVESTING

19. For the purpose of this plan, the final date for harvesting the insured crop in a crop year is the 1st day of November, or such other date as may be

determined from time to time by the Commission.  
O. Reg. 215/70, Sched.

TABLE 1

COLUMN 1	COLUMN 2
Area	Rate
Area 1, consisting of the counties of Brant, Elgin, Essex, Kent, Lambton, Middlesex, Norfolk and Oxford.	\$4
Area 2, consisting of the counties of Durham, Haldimand, Halton, Hastings, Huron, Northumberland, Ontario, Peel, Perth, Prince Edward, Waterloo, Wellington, Wentworth, York, as it existed on the 31st day of December, 1970 and The Regional Municipality of Niagara.	\$5
Area 3, consisting of the counties of Bruce, Dufferin, Dundas, Frontenac, Glengarry, Grenville, Grey, Lanark, Leeds, Lennox and Addington, Peterborough, Prescott, Renfrew, Russell, Simcoe, Stormont, Victoria and The Regional Municipality of Ottawa-Carleton.	\$5.50
Area 4, consisting of the Provisional County of Haliburton and the territorial districts.	\$5.50

O. Reg. 205/70, Table 1, amended.

Form 1

*The Crop Insurance Act (Ontario)*

APPLICATION FOR CROP INSURANCE

To: The Crop Insurance Commission of Ontario

.....  
(name of person, corporation or partnership, and if partnership, names of all partners)

.....  
(address) (telephone no.)

applies for crop insurance under *The Crop Insurance Act (Ontario)*, and the regulations and in support of this application the following facts are stated:



- 1. Contract number .....
- 2. Crop plan.....
- 3. Crop year ending .....
- 4. The applicant is the owner-operator or tenant-operator of the farm or farms described below.
- 5. Description of farm or farms operated by applicant:

Farm No.	Lot	Concession	Township	County, etc.	Total Acreage of farm	Acreage to be Seeded to Insured Crop	Owner or Tenant

- 6. Declaration of yields (for the most recent years in which the crop was produced):

Harvest Year	Total Acres		Date Completed (if known)		Total Yield Harvested
	Seeded	Harvested*	Seeding	Harvesting	

\*Where harvested acreage was less than seeded acreage, indicate reason:.....  
.....

- 7. Average farm yield is.....tons per acre.
- 8. Coverage applied for is.....per cent.
- 9. A deposit premium of \$..... (minimum of \$15) accompanies this application.

Dated at....., this ..... day of ....., 19....

.....  
(signature of applicant(s))

.....  
(title of official signing for a corporation)

**Form 2***The Crop Insurance Act (Ontario)***CORN SILAGE ENDORSEMENT**

WHEREAS the insured person has applied for crop insurance for corn silage under The Ontario Crop Insurance Plan for Corn Silage, hereinafter referred to as "the plan", and has paid the deposit premium prescribed thereunder;

NOW THEREFORE, subject to *The Crop Insurance Act (Ontario)* and the regulations made thereunder, the contract of insurance between The Crop Insurance Commission of Ontario and the insured person is hereby extended to cover corn silage.

**CAUSES OF LOSS INSURED AGAINST**

1.—(1) Subject to subparagraph 2, this endorsement insures against a loss in the production of corn silage in a crop year resulting from drought, excessive moisture, excessive rainfall, flood, frost, hail, insect infestation, plant disease and wind.

(2) This endorsement does not insure against a loss in the production of corn silage in a crop year resulting from insect infestation or plant disease unless the insured person establishes that he followed a recommended control program during the crop year.

**DURATION OF INSURANCE**

2. The contract of insurance for corn silage is in force for the crop year in which it is made and continues in force for each crop year thereafter until it is cancelled or terminated in accordance with the regulations.

**COVERAGE**

3. The coverage provided for corn silage in each year is 70 per cent of the insurable yield in tons, as determined by the Commission on the basis of,

- (a) the area average yield as determined by the Commission for the area in which the insured acreage is situate;
- (b) the average farm yield of the planted acreage based on the acreage production records of the insured person or on such other basis as the Commission approves; and
- (c) the number of years the insured crop has been grown under the contract of insurance.

**TOTAL GUARANTEED PRODUCTION**

4. The number of tons determined in accordance with paragraph 3 is the total guaranteed production of corn silage for a crop year.

**INDEMNITY**

5. The maximum indemnity payable for a loss in production of corn silage in a crop year is the amount obtained by multiplying the total guaranteed production by such established price per ton as is determined in accordance with the plan.

**MEASUREMENT OF CORN SILAGE**

6. The production of corn silage shall,

- (a) be expressed in tons of silage; and
- (b) be computed,
  - (i) from silo capacity tables, or
  - (ii) by such other methods as may be approved by the Commission.

**PREMIUM**

7. For each crop year in which the insured person plants acreage to corn silage, an annual premium shall be paid, the amount of which shall be determined in the manner prescribed by the plan.

**FINAL ACREAGE REPORT**

8. In each crop year in which the contract of insurance is in force for corn silage, the insured person shall file a final acreage report in the form and manner prescribed by the plan.

**CROP YEAR**

9. The crop year for corn silage is the period from the 1st day of March in any year to the 1st day of November next following.

**FINAL DATE FOR SEEDING**

10. The final date for seeding corn silage in a crop year is the 15th day of June or such other date as may be determined from time to time by the Commission.

**HARVESTING OF INSURED ACREAGE**

11.—(1) All acreage seeded to corn silage in a crop year shall be harvested as corn silage unless the Commission, upon application therefor in writing, consents in writing to,

- (a) the use of the seeded acreage or any part thereof for another purpose;



- (b) the abandonment or destruction of the insured crop or any part thereof; or
- (c) the harvest of the insured crop or any part thereof prior to the 5th day of September in any crop year.

(2) The harvesting referred to in subparagraph 1 shall be completed not later than the 1st day of November or such other date as may be determined by the Commission.

(3) Where the harvesting of any seeded acreage is not completed on the date prescribed in subparagraph 2, the insured person shall forthwith notify the Commission in writing and the Commission shall determine,

- (a) the number of unharvested acres and the potential production thereof; and
- (b) whether the harvesting of the seeded acreage was prevented by one or more of the causes of loss insured against.

(4) Where the insured person fails to notify the Commission in accordance with subparagraph 3, no indemnity shall be paid in respect of the unharvested acreage.

(5) Where,

- (a) pursuant to subparagraph 1, any seeded acreage is used for a purpose other than harvesting as corn silage;
- (b) the harvesting of any seeded acreage was prevented by reason of a cause of loss not insured against; or
- (c) the seeded acreage or any part thereof is harvested prior to the 5th day of September,

the Commission shall determine the potential production of such acreage and such potential production shall be deemed to be actual production in the final adjustment of loss.

(6) The potential production of any acreage harvested prior to the 5th day of September shall be deemed to be not less than the guaranteed production for such acreage.

12. Where the Commission determines that harvesting of any seeded acreage was prevented by reason of one or more of the causes of loss insured

against, it shall determine the production of such acreage likely to be recovered by the insured person and such production shall be taken into account in the final adjustment of loss.

#### VARIETIES OF CORN FOR SILAGE

13. Except as otherwise determined by the Commission, acreage may be planted to any licensed variety of corn offered for sale in Ontario.

#### EVALUATION OF LOSS

14. Where the actual production of the seeded acreage is less than the guaranteed production for such acreage, the amount of loss shall be calculated by multiplying the difference between the guaranteed production and the actual production by the established price per ton as prescribed in the plan.

#### INCORRECT ACREAGE IN FINAL ACREAGE REPORT

15.—(1) Where the actual seeded acreage of corn silage in a crop year is less than the seeded acreage declared on the final acreage report, the total guaranteed production and the maximum amount of indemnity shall be reduced proportionately and no refund of premium or part thereof shall be made.

(2) Where the actual seeded acreage of corn silage in a crop year exceeds the seeded acreage declared on the final acreage report, the total guaranteed production, the maximum amount of indemnity and the premium payable shall not be increased but the production from the total seeded acreage shall be included in establishing the production of the insured person.

IN WITNESS WHEREOF The Crop Insurance Commission of Ontario has caused this endorsement to be signed by its general manager but the same shall not be binding upon the Commission until countersigned by a duly authorized representative thereof.

Countersigned and dated at.....,

this.....day of....., 19..

.....  
Duly Authorized Representative

.....  
General Manager

O. Reg. 205/70, Form 2.



Form 3

*The Crop Insurance Act (Ontario)*

FINAL ACREAGE REPORT FOR CORN SILAGE

1. Insured person .....  

(name)
(address)

(county)
(telephone no.)
2. Crop insurance contract number.....
3. Crop year covered by this report: 19....
4. Coverage in force is.....per cent of the insurable yield.
5. I hereby assign my right to indemnity under this contract in respect of the crop described hereunder to  

(name)
(address)
6. The insured person is engaged full time in farming ☐ Yes ☐ No. If "No", explain.....
7. Crop will be harvested by: own equipment ☐  
shared equipment ☐ custom operator ☐
- 8.—(1) Details of acreage seeded to corn silage (a diagram of each farm on which the insured crop is grown must be attached to this report):

Farm No.	No. of Acres	Soil Type	Manure Applied No. of Acres	Fertilizer Applied		No. of Acres Systematically Tile-Drained	Distance Between Drains	When Was Acreage Plowed?	Heat Unit Rating	Previous Crop Produced
				Pounds Per Acre	Grade					

(2) Details of varieties and seeding dates:

Hybrid-Variety	No. of Acres Seeded	Date Seeding Completed

9. The fertilizer referred to above was applied in accordance with soil test recommendations:  
☐ Yes    ☐ No
10. Chemical weed control applied or to be applied:    ☐ Yes    ☐ No
11. The acreage set out in paragraph 8 is the total acreage seeded to corn silage by the insured person  
and at this date the crop has suffered no damage, except as follows:.....  
.....
12. Average farm yield is.....tons per acre.
13. The premium (less premium deposit, if any) accompanies this report.
- Dated at ....., this ..... day of ....., 19....

.....  
(signature of insured person)

.....  
(title of official signing for a corporation)

## REGULATION 147

### under The Crop Insurance Act (Ontario)

#### CROP INSURANCE PLAN—FORAGE

1. The plan in the Schedule is established for the insurance within Ontario of forage. O. Reg. 377/67, s. 1.

#### Schedule

##### *The Crop Insurance Act (Ontario)*

#### PLAN

1. This plan may be cited as "The Ontario Crop Insurance Plan for Forage".

2. The purpose of this plan is to provide for insurance against a loss in the production of forage resulting from one or more of the perils designated in section 4.

#### INTERPRETATION

3. In this plan,

(a) "actual production" means the total quantity of corn silage, hay and hay silage obtained up to the end of the crop year from the harvested portion of the seeded acreage, plus the potential production, as determined by the Commission, of the unharvested portion, if any, of such seeded acreage, less the quantity of such corn silage, hay and hay silage consumed by the live stock maintained by the insured person from the production of the insured acreage in the crop year;

(b) "animal unit" means each 1,000 pounds weight of live stock maintained by the insured person;

(c) "average farm yield" means the average of previous yields of the seeded acreage computed on the basis of acreage production records of the insured person or on such other basis as the Commission approves;

(d) "forage" means the feed for live stock produced from corn, grasses and legumes, and

(i) fed as pasture, or

(ii) cut and stored as corn silage, hay or hay silage;

(e) "insurable yield" means the average farm yield of seeded acreage for a crop year computed in tons of hay equivalent less the aggregate of,

(i) the average farm yield of pasture,

(ii) that portion of the average farm yield declared by the insured person to be fed in the crop year, and

(iii) any summer live stock allowance not provided for in subclauses i and ii;

(f) "pasture season" means the period extending from the date the insured person normally begins feeding forage of the current year to the end of the crop year;

(g) "seeded acreage" or "acreage seeded" means acreage to which the insured person seeds corn, grasses and legumes in a crop year for the purpose of producing forage, and includes, in the case of grasses and legumes, previously seeded acreage intended by the insured person to be used for the purpose of producing forage during the current crop year;

(h) "summer live stock allowance" means the quantity of forage that is required to be fed to live stock maintained by the insured person, based on a daily consumption of twenty-five pounds of hay equivalent per animal unit during the pasture season;

(i) "ton of hay equivalent" means,

(i) one ton of hay,

(ii) two and one-half tons of hay silage, or

(iii) three tons of corn silage.

#### DESIGNATION OF PERILS

4. The following are designated as perils for the purpose of this plan:

1. Drought.

2. Excessive moisture.

3. Excessive rainfall.

4. Flood.



5. Frost.
6. Hail.
7. Insect infestation.
8. Plant disease.
9. Wind.

#### DESIGNATION OF CROP YEAR

5. The crop year for forage is the period from the 1st day of May in any year to the 31st day of October next following.

#### CONTRACT OF INSURANCE

6. For the purposes of this plan, the entire contract of insurance for forage shall be deemed to be comprised of,

- (a) the contract of insurance in the form prescribed by Regulation 156 of Revised Regulations of Ontario, 1970;
- (b) an endorsement for forage in Form 2;
- (c) the application for insurance;
- (d) the final acreage report for each crop year; and
- (e) an amendment to any document referred to in clauses *a*, *b*, *c* or *d* agreed upon in writing.

7. An application for insurance shall,

- (a) be in Form 1;
- (b) be accompanied by a premium deposit of at least \$15; and
- (c) be filed with the Commission not later than the 1st day of May immediately preceding the crop year in respect of which it is made.

#### DURATION OF CONTRACT

8.—(1) A contract of insurance shall be in force for the crop year in respect of which it is made, and shall continue in force for each crop year thereafter until it is cancelled by the insured person or the Commission in the manner prescribed by subsection 2 or is terminated in accordance with the regulations.

(2) A contract of insurance may be cancelled by the insured person or the Commission by notice in writing to the other party on or before the 1st day of May immediately preceding the crop year during which the cancellation is to be effective.

#### COVERAGE

9.—(1) The coverage provided under a contract of insurance shall be 70 per cent of the insurable yield computed in tons of hay equivalent of the total acreage seeded for forage by the insured person in accordance with the regulations.

(2) The number of tons of hay equivalent determined under subsection 1 constitutes the total guaranteed production under a contract of insurance.

10.—(1) The established price for forage shall be,

- (a) \$15;
- (b) \$20; or
- (c) \$25,

per ton of hay equivalent.

(2) Subject to subsection 3, the established price per ton of hay equivalent selected by an applicant at the time a contract of insurance is made applies in each succeeding crop year during which the contract is in force.

(3) Where,

- (a) the insured person applies therefor in writing on or before the 1st day of May immediately preceding a crop year; and
- (b) the Commission consents in writing,

any established price designated in subsection 1 of section 10 may be substituted for the established price selected by the insured person at the time a contract of insurance is made or for any established price substituted in lieu thereof under this subsection.

11. The maximum indemnity for which the Commission is liable under a contract of insurance shall be the amount obtained by multiplying the total guaranteed production determined under section 9 by the established price per ton of hay equivalent determined under section 10.

#### PREMIUMS

12.—(1) The premium payable by an insured person for each \$100 of liability determined under section 11 is \$5.50.

(2) Notwithstanding subsection 1, the minimum premium payable by an insured person in each crop year is \$15.

(3) The premiums prescribed by subsections 1 and 2 are in addition to such payments in respect of premiums as may be made by,

- (a) the Government of Canada under the *Crop Insurance Act* (Canada); and
- (b) the Treasurer of Ontario under subsection 2 of section 7 of the Act.

13.—(1) Where a contract of insurance is in force a premium shall be paid in respect of each crop year in which the insured person has seeded acreage.

(2) Where a premium is payable in respect of a crop year, the insured person shall pay the premium, less the premium deposit, if any, to the Commission at the time he files the final acreage report prescribed by section 14.

#### FINAL ACREAGE REPORT

14.—(1) Every insured person shall file with the Commission a final acreage report in Form 3 on or before the 15th day of May in each crop year.

(2) A final acreage report filed with the Commission shall not be amended without the consent in writing of the Commission.

15.—(1) The Commission may revise the final acreage report in any or all respects and adjust the premium accordingly and, in such case, shall notify the insured person in writing forthwith respecting such revision and adjustment.

(2) The insured person shall be deemed to have agreed with the revision of the final acreage report and adjustment of premium made by the Commission under subsection 1 unless, within ten days from the mailing or delivery of the notification by the Commission, he notifies the Commission in writing that he rejects such revision and adjustment.

(3) Where the Commission receives notice from an insured person under subsection 2, it shall notify the insured person in writing that the contract of insurance does not apply for the crop year in respect of which the final acreage report was filed and shall refund any premium or premium deposit paid in respect of that crop year.

(4) A final acreage report revised under this section shall, failing notice under subsection 2, constitute the final acreage report for the crop year.

16.—(1) Where an insured person in any crop year fails to file a final acreage report in the

form and manner prescribed by this Regulation, the Commission may,

- (a) prepare a final acreage report; or
- (b) declare the insured acreage to be nil.

(2) Where the Commission prepares a final acreage report under subsection 1, the Commission shall mail or deliver a copy of the report to the insured person.

(3) Every insured person shall pay the premium for the crop year in respect of which a final acreage report is prepared by the Commission within ten days from the mailing or delivery to him of a copy of the report.

17.—(1) Where the Commission has not revised the average farm yield stated by the insured person in a final acreage report, the Commission may, on the adjustment of a claim for a loss in production of forage in the crop year, require the insured person to satisfy the Commission that the average farm yield was computed on the basis of his acreage production records or on a reasonable assessment of the productivity of the seeded acreage under normal growing conditions.

(2) Where the insured person fails to satisfy the Commission under subsection 1, the Commission shall determine the average farm yield and shall reduce accordingly the total guaranteed production determined in accordance with section 9 and the maximum amount of indemnity for which it is liable under section 11, but no portion of the premium shall be refunded.

#### FINAL DATE FOR SEEDING

18. For the purposes of this plan, the final date in a crop year for seeding corn for silage or for seeding any other annual crop declared on the final acreage report for that crop year is the 15th day of June, or such other date as may be determined from time to time by the Commission.

19. For the purposes of this plan, the final date for harvesting forage crops in a crop year is the 31st day of October, or such other date as may be determined from time to time by the Commission. O. Reg. 377/67, Sched.; O. Reg. 144/68, ss. 1-6; O. Reg. 78/69, s. 1; O. Reg. 223/70, s. 1.

#### Form 1

##### *The Crop Insurance Act (Ontario)*

#### APPLICATION FOR CROP INSURANCE FOR FORAGE

To: The Crop Insurance Commission of Ontario:

.....  
(name of person, corporation or partnership, and if partnership, names of all partners)



.....

(address)

(phone no.)

applies for crop insurance under *The Crop Insurance Act (Ontario)* and the regulations and in support of this application the following facts are stated:

1. Crop Insurance contract number, if any, under *The Crop Insurance Act (Ontario)*:.....
2. Coverage applied for is 70 per cent of the insurable yield of acreage seeded to forage.
3. This application is made for the crop year ending 19.....
4. The applicant is the owner-operator or tenant-operator of the farm or farms described in paragraph 5.
5. Description of farm or farms operated by applicant:

Farm No.	Lot	Concession	Township	County, etc.	Total Acreage of Farm	Owner or Tenant

6. The price per ton of hay equivalent applied for is: (a) \$15 (    ); (b) \$20 (    ); or (c) \$25 (    ).
7. A deposit premium of \$..... (minimum \$15) accompanies this application.

Dated at....., this ..... day of ....., 19.....

.....

(signature of applicant)

.....

(title of official signing for a corporation)

O. Reg. 377/67, Form 1.

Form 2

*The Crop Insurance Act (Ontario)*

FORAGE ENDORSEMENT

WHEREAS the insured person has applied for crop insurance for forage under The Ontario Crop Insurance Plan for Forage, hereinafter referred to as "the plan", and has paid the deposit premium prescribed thereunder.

NOW THEREFORE, subject to *The Crop Insurance Act (Ontario)* and the regulations made thereunder, the contract of insurance between The Crop Insurance Commission of Ontario and the insured person is hereby extended to cover forage.

CONTRACT OF INSURANCE

1. The provisions of subparagraph 1 of paragraph 8 and of paragraph 9 of the Contract of Insurance shall not be applicable under this endorsement.

CAUSES OF LOSS INSURED AGAINST

2. This endorsement insures against a loss in the production of forage in a crop year resulting from drought, excessive moisture, excessive rainfall, flood, frost, hail, insect infestation, plant disease and wind.

DURATION OF INSURANCE

3. The contract of insurance for forage is in force for the crop year in which it is made and



continues in force for each crop year thereafter until it is cancelled or terminated in accordance with the regulations.

#### INSURABLE YIELD

4. The insurable yield is the average farm yield of seeded acreage for a crop year computed in tons of hay equivalent less the aggregate of,

- (a) the average farm yield of pasture;
- (b) that portion of the average farm yield declared by the insured person to be fed in the crop year; and
- (c) any summer live stock allowance not provided for in clauses *a* and *b*.

#### COVERAGE

5.—(1) For the purposes of computing insurable yield and total guaranteed production, tons of hay, hay silage and corn silage shall be converted to tons of hay equivalent.

(2) The conversion mentioned in subparagraph 1 shall be made on the basis that,

- (a) one ton of hay is equal to one ton of hay equivalent;
- (b) two and one-half tons of hay silage is equal to one ton of hay equivalent; and
- (c) three tons of corn silage is equal to one ton of hay equivalent.

6. The coverage provided for forage is such percentage of the insurable yield as is determined in accordance with the provisions of the plan.

#### TOTAL GUARANTEED PRODUCTION

7. The number of tons of hay equivalent determined in accordance with paragraph 6 is the total guaranteed production of forage for a crop year.

#### INDEMNITY

8. The maximum indemnity payable for a loss in production of forage in a crop year is the amount obtained by multiplying the total guaranteed production by such established price per ton of hay equivalent as is determined in accordance with the provisions of the plan.

#### PREMIUM

9. For each crop year in which the insured person has acreage seeded to forage crops, an annual premium shall be paid, the amount of which shall be determined in the manner prescribed by the plan.

#### FINAL ACREAGE REPORT

10. In each crop year in which the contract of insurance is in force for forage, the insured person shall file a final acreage report in the form and manner prescribed by the plan.

#### CROP YEAR

11. The crop year for forage is the period from the 1st day of May in any year to the 31st day of October next following.

#### FINAL DATE FOR SEEDING

12. The final date in a crop year for seeding corn for silage or for seeding any other annual crop declared on the final acreage report for that crop year is the 15th day of June, or such other date as may be determined from time to time by the Commission.

#### VARIATION IN CORN ACREAGE

13. Where the acreage seeded by the insured person to corn for silage in a crop year is not the same as that declared in the final acreage report, the insured person shall, within ten days after the final date for seeding corn for silage, notify the Commission in writing of the actual acreage so seeded and the total guaranteed production and premium shall be adjusted accordingly.

#### ADJUSTMENT OF CLAIM

14.—(1) On the adjustment of a claim for loss in the production of forage in a crop year the Commission may require the insured person to satisfy the Commission that any deviation made by him from the intended cropping program specified in the final acreage report did not contribute to a reduction in the insurable yield.

(2) Where the insured person fails to satisfy the Commission under subparagraph 1, the Commission shall determine the insurable yield and shall reduce accordingly the total guaranteed production and the maximum amount of indemnity for which it is liable, but no portion of the premium shall be refunded.

15. Where, on the adjustment of a claim for loss in the production of forage in a crop year, it is ascertained by the Commission that the number of live stock maintained by the insured person during the crop year exceeded that specified on the final acreage report, the Commission shall recalculate the summer live stock allowance, and if necessary, the insurable yield, total guaranteed production and the maximum amount of indemnity for which it is liable, but no portion of the premium shall be refunded.

16. On the adjustment of a claim for loss, where the insured person has not harvested any portion of the seeded acreage by the end of the crop year, the Commission shall determine the potential production of such unharvested acreage for the purpose of determining the actual production of the total seeded acreage.

EVALUATION OF LOSS

17. For the purpose of determining the loss in production of forage in a crop year, and the indemnity payable therefor, the actual production of all corn silage, hay and hay silage shall be combined, and in no case shall the production of corn silage, hay or hay silage be taken into account separately.

18. Where, at the end of the crop year, the actual production is found to be less than the total guaranteed production, the indemnity payable shall be calculated by multiplying the difference between the total guaranteed production and the actual production by the established price per ton of hay equivalent.

19.—(1) Where loss or damage occurs during the crop year and the insured person deems it necessary to increase the acreage of pasture beyond that declared on the final acreage report by,

- (a) the seeding of acreage to an annual supplementary crop; or
- (b) the converting of a grain crop to pasture,

the insured person shall notify the Commission of his intention to do so.

(2) Where the taking of the action referred to in subparagraph 1 results in a reduction in the indemnity that would otherwise be payable to the insured person at the end of the crop year, the Commission shall pay a supplementary benefit in lieu of the indemnity that would otherwise be payable.

(3) The supplementary benefit mentioned in subparagraph 2 shall be calculated at the rate of \$8 for each acre of supplementary pasture contributing to the reduction of indemnity that

would otherwise be payable, provided that in no case shall the total indemnity paid to an insured person exceed the maximum indemnity calculated in accordance with paragraph 8.

20. Where loss or damage occurs during the crop year and the insured person deems it necessary to increase the production of forage beyond that declared on the final acreage report by the harvesting of grain or annual supplementary crops as hay or silage, the insured person shall notify the Commission of his intention to do so, and shall store any such production separately in order to enable the Commission to measure its quantity, and such production as measured by the Commission shall not be included in the calculation of actual production at the end of the crop year.

INCORRECT ACREAGE IN FINAL ACREAGE REPORT

21.—(1) Where the actual seeded acreage in a crop year is less than the seeded acreage declared on the final acreage report, the total guaranteed production and the maximum amount of indemnity shall be reduced to such extent as the Commission considers necessary as a result of the lesser seeded acreage and no refund of premium or part thereof shall be made.

(2) Where the actual seeded acreage in a crop year exceeds the seeded acreage declared on the final acreage report, no increase shall be made to the total guaranteed production or the maximum amount of indemnity.

IN WITNESS WHEREOF The Crop Insurance Commission of Ontario has caused this endorsement to be signed by its general manager but the same shall not be binding on the Commission until countersigned by a duly authorized representative thereof.

Countersigned and dated at.....,  
this.....day of....., 19...  
.....  
Duly Authorized Representative General Manager

O. Reg. 399/67, Form 2; O. Reg. 144/68, s. 8;  
O. Reg. 223/70, s. 2.



Form 3

The Crop Insurance Act (Ontario)

FINAL ACREAGE REPORT FOR FORAGE

1. Insured person.....  
(name)  
.....  
(address) (phone no.)
2. Crop Insurance Contract No. .... 3. Crop year covered by this report 19.....
4. The established price per ton of hay equivalent is \$.....
5. I hereby assign .... per cent of my right to indemnity under this contract to the crop described hereunder to:  
.....  
(name) (address)
6. Cropping programme.

(i) Details of acreage and average farm yield of forage to be harvested and stored.  
(a diagram of each farm on which the insured crop is grown must be attached to this report)

			ITEM 1		ITEM 2	ITEM 3	ITEM 4	ITEM 5	Manure Applied	Fertilizer Applied	
			Acreage		Total Average Farm Yield (tons)	Convert to T.H.E.*	Average Farm Yield in T.H.E.	T.H.E. under Item 4 Expected to be Fed in Crop Year		By Soil Test	Not by Soil Test
										Acres	Acres
Corn .....			(variety)			÷ 3					
Hay Silage	2 cuts	1 cut				÷ 2.5					
Hay	2 cuts	1 cut				÷ 1					
Other .....											
							ITEM 6	ITEM 7			

\*Tons of hay equivalent.

Total



(ii) Details of acreage and average farm yield of seeded pasture:

	Acreage	Total Average Farm Yield in T.H.E.	Manure Applied	Fertilizer Applied	
				By Soil Test	Not by Soil Test
			Acres	Acres	Acres
Pasture					
Aftermath Pasture					
Other (O grazing, etc.)					
			ITEM 8 Total		

7. Farm livestock inventory:

Total No. of each Live Stock Type	Live Stock Type	Average Weight	Maintained in Crop Year from Production of Acreage Listed in paragraph 6 (i) and (ii)			Live Stock Expected to be Winter-Fed from Acreage and Crop of paragraph 6 (i)		
			No.	Total Wt.	No. of A.U.*	No.	Total Wt.	No. of A.U.
	Cows							
	Heifers 6 Mos. to calving							
	Steers 6 Mos. & over							
	Calves up to 6 Mos.							
	Others: horses, sheep, bulls, etc.							
					ITEM 9 Total	ITEM 10 Total		

\* Animal Unit.

To convert to animal units, divide total weight of each live stock type by 1000. Do not list live stock pastured on ranches, community or other rented pastures.

8. For live stock listed in Item 10, I expect this year's forage production will be:

(i) Sufficient, and I will sell.....tons or carry over.....tons; or

(ii) Insufficient, and I will buy.....tons.

9. List all silage storage\* and give dimensions: ..... × ....., ..... × .....  
..... × ..... × ....., ..... × ..... × .....

\* Bunker, horizontal, pit or tower silos and stacks.

10. Date pasture season normally begins.....

11. Inventory of forage in storage at beginning of pasture season: Hay.....tons; Silage.....tons  
of hay equivalents.  
(Inventories shall be taken before any of the forage of the current year is harvested.)

12. The acreage set out in paragraph 6 is the total acreage seeded to forage by the insured person.

13. The premium (less premium deposit, if any) accompanies this report.

Dated at....., this.....day of....., 19.....

.....  
(signature of insured person)

.....  
(title of official signing for a corporation)

O. Reg. 377/67, Form 3; O. Reg. 144/68, s. 10.

## REGULATION 148

### under The Crop Insurance Act (Ontario)

#### CROP INSURANCE PLAN—PEAS

1. The plan in the Schedule is established for the insurance within Ontario of peas. O. Reg. 206/70, s. 1.

#### Schedule

*The Crop Insurance Act (Ontario)*

#### PLAN

1. This plan may be cited as "The Ontario Crop Insurance Plan for Peas".

2. The purpose of this plan is to provide for insurance against a loss resulting from one or more of the perils designated in section 4.

#### INTERPRETATION

3. In this plan,

(a) "peas" means green peas produced in Ontario,

(i) for processing under a contract between a grower and a processor, and

(ii) on acreage specified in such contract ;

(b) "processor" means a processor of peas who is subject to the provisions of *The Farm Products Marketing Act* and the regulations made thereunder and any annual agreement for marketing of peas for processing ;

(c) "ton" means 2,000 pounds.

#### DESIGNATION OF PERILS

4. The following are designated as perils for the purpose of this plan :

1. Drought.
2. Excessive moisture.
3. Excessive rainfall.
4. Flood.
5. Frost.
6. Hail.
7. Insect infestation.
8. Plant disease.
9. Any other adverse weather condition.

#### DESIGNATION OF CROP YEAR

5. The crop year for peas is the period from the 1st day of March in any year to the 15th day of September next following.

#### CONTRACT OF INSURANCE

6. For the purpose of this plan, the entire contract of insurance for peas shall be deemed to be comprised of,

(a) the contract of insurance in Form 1 ;

(b) the application for insurance in Form 2 ; and

(c) an amendment to any document referred to in clause *a* or *b* agreed upon in writing.

7. An application for insurance shall,

(a) be in Form 2 ; and

(b) be filed with the Commission not later than,

(i) the 1st day of May in the crop year,  
or

(ii) the date on which the seeding of the insured crop is commenced,

whichever is the earlier, or such other date as may be determined by the Commission.

#### DURATION OF CONTRACT

8. A contract of insurance shall be in force for the crop year in respect of which it is made.

#### COVERAGE

9. The coverage provided in the crop year under a contract of insurance in respect of acreage under contract to a processor in a class designated in column 1 of Table 1 shall be the amount in dollars per acre set opposite the class in column 2.

10. The coverage for each acre of the insured crop shall be computed annually by the Commission on the basis of plant records and shall not include any allowance for seed or harvesting costs.

#### LIABILITY

11. The maximum amount for which the Commission is liable under a contract of insurance shall be the amount obtained by multiplying the amount in dollars per acre determined under section 9 by the number of insured acres.



PREMIUMS

12.—(1) The premium payable by an insured person in respect of acreage under contract to a processor in a class designated in column 1 of Table 1 for each acre of the insured crop is the amount set opposite the class in column 3.

(2) Notwithstanding any authorization by an insured person in his application for insurance, the payment of the premium in respect of the contract of insurance is the responsibility of the insured person and such premium shall be paid in any event not later than the 15th day of September in the crop year.

(3) The premium prescribed in subsection 1 is in addition to such payments in respect of a premium as may be made by,

- (a) the Government of Canada under the *Crop Insurance Act* (Canada); and
- (b) the Government of Ontario under subsection 2 of section 7 of the Act.

FINAL DATE FOR SEEDING

13. For the purpose of this plan, the final date for seeding peas in a crop year is the 1st day of July or such other date as may be determined from time to time by the Commission. O. Reg. 206/70, Sched.

FINAL DATE FOR HARVESTING

14. For the purposes of this plan, the final date for harvesting peas in a crop year is the 15th day of September or such other date as may be determined from time to time by the Commission.

TABLE 1

COLUMN 1	COLUMN 2	COLUMN 3
Class	Coverage	Premium per Acre
1	\$80	\$5.50
2	\$80	\$6.75
3	\$80	\$7

COLUMN 1	COLUMN 2	COLUMN 3
Class	Coverage	Premium per Acre
4	\$80	\$7.50
5	\$80	\$8
6	\$65	\$5
7	\$65	\$9.80
8	\$60	\$8.75
9	\$42	\$6.75
10	\$42	\$8
11	\$42	\$9.50
12	\$42	\$9.75
13	\$38	\$7.25
14	\$28	\$5.50

Form 1

The Crop Insurance Act (Ontario)

CONTRACT OF INSURANCE

BETWEEN:

THE CROP INSURANCE COMMISSION OF ONTARIO,  
hereinafter referred to as "THE COMMISSION",

OF THE FIRST PART

—and—

.....  
of the.....of.....

in the County (or as the case may be) of.....,  
hereinafter referred to as "THE INSURED  
PERSON",

OF THE SECOND PART

WHEREAS the insured person has applied for crop insurance on peas under The Ontario Crop Insurance Plan for Peas, hereinafter referred to as "the plan";

NOW THEREFORE, subject to *The Crop Insurance Act (Ontario)* and the regulations made thereunder, where in a crop year the insured person suffers a loss resulting from one or more of the perils designated in the plan, the Commission, subject to the terms and conditions hereinafter set forth, agrees to indemnify the insured person in respect of such loss.

TERMS AND CONDITIONS

INSURED CROP

1. In this contract, "insured crop" means peas produced in Ontario,
- (a) for processing under a contract between a grower and a processor; and
  - (b) on acreage specified in such contract.

CAUSES OF LOSS INSURED AGAINST

2. This contract insures against a loss resulting from drought, excessive moisture, excessive rainfall, flood, frost, hail, insect infestation, plant disease or any adverse weather condition.

CAUSES OF LOSS NOT INSURED AGAINST

3. This contract does not insure against, and no indemnity shall be paid in respect of a loss resulting from,

- (a) the negligence, misconduct or poor farming practices of the insured person or his agents or employees;
- (b) a shortage of labour or machinery;
- (c) insect infestation or plant disease unless recommended spray programs were followed; or
- (d) a peril other than the perils designated in the plan.

DURATION OF INSURANCE

4. This contract is in force for the crop year in respect of which it is made.

EXTENT OF INSURANCE

5.—(1) The insured person shall offer for insurance all acreage planted in the crop year to the insured crop on the farm or farms operated by him in Ontario, and, subject to subparagraph 2, this contract applies to all such acreage under contract to the processor named in the application for insurance herein.

(2) This contract does not apply to, and no indemnity is payable in respect of, acreage planted to the insured crop,

- (a) that was not adequately prepared for cropping purposes;
- (b) that was planted after the final date prescribed for planting in the plan;
- (c) that, in the opinion of the Commission, is not insurable;
- (d) for which a contract between the insured person and the processor is not in effect; or
- (e) on which the insured crop is a volunteer crop.

COVERAGE

6. The coverage provided by this contract shall be determined by the Commission in accordance with the plan.

INDEMNITY

7. The maximum indemnity payable in respect of the insured crop for the crop year shall be the amount obtained by multiplying the amount of dollars per acre coverage by the number of insured acres.



## PREMIUM

8. The amount of the premium payable by the insured person for acreage planted to the insured crop for the crop year shall be determined and paid in accordance with the plan.

## CROP YEAR

9. The crop year for peas is the period from the 1st day of March in any year to the 15th day of September next following.

## FINAL DATE OF SEEDING

10. The final date in the crop year for seeding the insured crop is the 1st day of July or such other date as may be determined from time to time by the Commission.

## VARIATION IN PLANTED ACREAGE

11.—(1) Where the acreage planted by the insured person in the crop year is not the same as that stated in the application for insurance the insured person shall, not later than the 15th day of July, notify the Commission in writing of the actual acreage planted.

(2) Where the actual planted acreage of the insured crop is less than that stated in the application for insurance, the maximum amount of indemnity shall be reduced proportionately and no refund of premium or part thereof shall be made unless notice was given in accordance with subparagraph 1.

(3) Where the actual planted acreage of the insured crop is more than that stated in the application for insurance, the maximum amount of indemnity and the premium payable shall not be increased but the income from the total planted acreage shall be included in establishing the income of the insured person unless the processor increases the contract acreage accordingly.

## HARVESTING OF PLANTED ACREAGE

12.—(1) All acreage planted to the insured crop in the crop year shall be harvested as peas for processing unless the Commission, upon application therefor in writing, consents in writing to,

- (a) the use of the planted acreage or any part thereof for another purpose; or
- (b) the abandonment or destruction of the insured crop or any part thereof.

(2) The final date for the harvesting referred to in subparagraph 1 is the 15th day of September or such other date as may be determined from time to time by the Commission.

(3) Where the harvesting of any planted acreage is not completed on the date prescribed by subparagraph 2, the insured person shall forthwith notify the Commission in writing.

(4) Where an insured person fails to notify the Commission in accordance with subparagraph 3, no indemnity shall be paid in respect of the unharvested acreage.

## EVALUATION OF LOSS

13. The amount of loss that shall be taken into account in the final adjustment of loss is the amount by which the sum of,

- (a) an amount obtained by multiplying the amount of dollars per acre coverage by the number of insured acres;
- (b) an allowance for the cost of seed calculated at \$30 for each acre harvested; and
- (c) an allowance for the cost of harvesting calculated at \$16 for each ton of shelled peas harvested,

exceeds the sum of,

- (d) the total gross income of the insured person from the insured crop as evidenced by the processor's statement of production;
- (e) the value as determined by the Commission of the potential production of acreage unharvested for reasons other than the insured perils; and
- (f) any loss sustained by reason of a peril other than the perils designated in the plan.

MISREPRESENTATION, VIOLATION  
OF CONDITIONS OR FRAUD

14. Where the insured person,

- (a) in his application for insurance,
  - (i) gives false particulars of the insured crop to the prejudice of the Commission, or
  - (ii) knowingly misrepresents or fails to disclose any fact required to be stated therein;
- (b) contravenes a term or condition of the contract of insurance;
- (c) commits a fraud in respect of the insured crop; or
- (d) wilfully makes a false statement in respect of a claim under the contract of insurance,



a claim by the insured person is invalid and his right to recover indemnity is forfeited.

#### WAIVER OR ALTERATION

15. No term or condition of this contract shall be deemed to be waived or altered in whole or in part by the Commission unless the waiver or alteration is clearly expressed in writing signed by the Commission or a representative authorized for that purpose by the Commission.

#### INTEREST OF OTHER PERSONS

16. Notwithstanding that a person other than the insured person holds an interest of any kind in the insured crop, for the purposes of this contract,

- (a) the interest of the insured person in the insured crop is deemed to be the full value of the crop;
- (b) except as provided in paragraph 17, no indemnity shall be paid to any person other than the insured person.

#### ASSIGNMENT OF RIGHT TO INDEMNITY

17. The insured person may assign all or part of his right to indemnity under this contract in respect of the insured crop but an assignment is not binding on the Commission and no payment of indemnity shall be made to an assignee unless,

- (a) the assignment is made on a form provided by the Commission; and
- (b) the Commission consents thereto in writing.

#### NOTICE OF LOSS OR DAMAGE

18.—(1) Where loss or damage to the insured crop results from one or more of the perils insured against and the insured person intends to abandon or destroy the insured crop, or to replant or use the planted acreage for another purpose, the insured person shall notify the Commission in writing of such intention and shall take no further action without the consent in writing of the Commission.

(2) Where loss or damage to the insured crop results from one or more of the perils insured against and the damage was occasioned at a readily ascertainable time, the insured person shall notify the Commission forthwith by telephone and shall confirm in writing within twenty-four hours of such time.

(3) Where loss or damage to the insured crop results from one or more of the perils insured against and it appears, or ought reasonably to appear to the insured person at any time after planting and before the completion of harvesting of the insured crop that the potential production of the

insured crop has a value less than the total insured coverage, the insured person shall, as soon as the loss or damage is apparent, notify the Commission in writing forthwith.

(4) Notwithstanding any notice given by the insured person under this paragraph, where on completion of harvesting of the insured crop,

- (a) the total gross value of the insured crop as evidenced by the processor's statement of production is less than the total insured coverage; and
- (b) the loss resulted from one or more of the perils insured against,

the insured person shall notify the Commission in writing forthwith.

#### NOTICE OF BY-PASSING

19. Where acreage is by-passed by the processor, the insured person shall notify the Commission forthwith by telephone and confirm in writing within twenty-four hours.

#### ABANDONMENT, DESTRUCTION OR ALTERNATE USE

20.—(1) Acreage planted to the insured crop shall not be put to another use and the insured crop shall not be abandoned or destroyed until the Commission has appraised the potential production of the acreage.

(2) An appraisal made under subparagraph 1 shall not be taken into account in the final adjustment of loss where the insured person harvests the appraised acreage.

#### ADJUSTMENT OF LOSS

21.—(1) The indemnity payable for loss or damage to the insured crop shall be determined in the manner prescribed by this contract.

(2) The Commission may cause the production of the insured crop to be appraised by any method that it deems proper.

(3) No indemnity shall be paid for a loss in respect of the insured crop unless the insured person establishes,

- (a) the total gross income obtained from the insured crop for the crop year; and
- (b) that the loss in income or part thereof resulted directly from one or more of the perils insured against.

(4) Where a loss resulted partly from a peril insured against and partly from a cause of loss not insured against, the Commission shall deter-

mine the amount of the loss that resulted from the cause of loss not insured against, and the indemnity payable by the Commission under this contract shall be reduced accordingly.

PROOF OF LOSS

22.—(1) A claim for indemnity in respect of the insured crop shall be made on a proof of loss form provided by the Commission and shall be filed with the Commission not later than sixty days after,

- (a) the completion of harvesting of the insured crop; or
- (b) the end of the crop year,

whichever is the earlier.

(2) Subject to subparagraph 3, a claim for indemnity shall be made by the insured person.

- (3) A claim for indemnity may be made,
  - (a) in the case of the absence or inability of the insured person, by his agent; or
  - (b) in the case of the absence or inability of the insured person or on his failure or refusal to do so, by an assignee under an assignment made in accordance with paragraph 17.

(4) Where required by the Commission, the information given in a proof of loss shall be verified by statutory declaration.

ARBITRATION

23. Where the Commission and the insured person fail to resolve any dispute respecting the adjustment of a loss under this contract, the matter shall be determined by arbitration in accordance with the regulations.

TIME FOR PAYMENT OF INDEMNITY

24.—(1) No indemnity under this contract becomes due and payable until,

- (a) the end of the crop year; and
- (b) the premium has been paid in full.

(2) Where the indemnity payable by the Commission under this contract is established by the filing of a proof of loss form or by an award of an arbitrator or board of arbitration, it shall be paid within sixty days of the receipt by the Commission of the proof of loss form or award, as the case may be.

(3) Nothing in this paragraph prevents the Commission from paying indemnity under this contract at an earlier date.

SUBROGATION

25. Where the Commission has paid a claim under this contract, the Commission is subrogated to the extent thereof to all rights of recovery of the insured person against any person and may bring action in the name of the insured person to enforce those rights.

RIGHT OF ENTRY

26. The Commission has a right of entry to the premises of the insured person that may be exercised by agents of the Commission at any reasonable time or times for any purpose related to the contract of insurance.

NOTICE

27.—(1) Any written notice to the Commission shall be given by delivery thereof or by sending it by mail to the Commission.

(2) Written notice to the insured person shall be given by delivery thereof or by sending it by mail addressed to him at his last post office address on file with the Commission.

IN WITNESS WHEREOF The Crop Insurance Commission of Ontario has caused this contract of insurance to be signed by its general manager but the same shall not be binding upon the Commission until countersigned by a duly authorized representative thereof.

Countersigned and dated at.....,

this .....day of ....., 19....

.....  
Duly Authorized                      General Manager  
Representative



Form 2

The Crop Insurance Act (Ontario)

APPLICATION FOR CROP INSURANCE  
GREEN PEAS GROWN UNDER CONTRACT FOR PROCESSING

To: The Crop Insurance Commission of Ontario

.....  
(name of person, corporation or partnership, and if partnership, names of all partners)  
.....  
(address) (telephone no.)

applies for crop insurance on Green Peas (for processing) under *The Crop Insurance Act (Ontario)* and the regulations and in support of this application the following facts are stated:

1. The applicant is the owner-operator or tenant-operator of the farm or farms described in paragraph 3.
2. A Grower's Contract for the.....crop year is in effect with:  
Name of Processor:.....  
Plant Address:.....
3. Description of farm or farms and acreage contracted:

No. of Acres Contracted	Lot	Concession	Township	County, etc.	Owner or Tenant

4. The coverage per acre for the processing plant named in section 2 is \$.....
5. The premium payable in respect of this application will be paid as follows:

(1) The applicant hereby authorizes the processor named above to deduct the required premium from moneys owing by the processor named above to the applicant for harvested production; or

(2) The applicant hereby agrees to pay to the Commission the premium in full upon demand.

NOTWITHSTANDING any authorization to the contrary, the payment of premium is the responsibility of the applicant and must be paid in any event, not later than September 15th next following the date of this application.

.....  
(signature of applicant)



Dated at....., this.....day of....., 19....

The processor named above hereby undertakes to deduct the premium pursuant to paragraph 5 (1) above and to thereupon remit such premium forthwith to The Crop Insurance Commission of Ontario.

.....  
(signature of agent authorized by processor)

ASSIGNMENT OF INDEMNITY

Subject to any deduction in respect of premium, I hereby assign to the above mentioned processor all moneys payable by the Commission as a result of loss, up to an amount equal to my total indebtedness to the processor, which was incurred with my written approval for the growing of this crop, and authorize that all moneys payable by the Commission be paid jointly to the processor and myself.

.....  
(witness)

.....  
(signature of applicant)

## REGULATION 149

### under The Crop Insurance Act (Ontario)

#### CROP INSURANCE PLAN—POTATOES

1. The plan in the Schedule is established for the insurance within Ontario of potatoes. O. Reg. 195/69, s. 1.

#### Schedule

##### *The Crop Insurance Act (Ontario)*

#### PLAN

1. This plan may be cited as "The Ontario Crop Insurance Plan for Potatoes".

2.—(1) The purpose of this plan is, subject to subsection 2, to provide for insurance against a loss in the production of potatoes resulting from one or more of the perils designated in section 4.

(2) This plan does not provide for insurance against a loss in the production of potatoes in a crop year resulting from the designated perils of insect infestation or plant disease unless the insured person establishes that he followed a recommended control program during the crop year.

#### INTERPRETATION

3. In this plan,

(a) "area" means an area designated in Table 1;

(b) "hundredweight" means 100 pounds;

(c) "potatoes" means field run potatoes produced in Ontario for harvesting,

(i) in the counties of Essex and Kent, after the 14th day of August, and

(ii) in any other county or in a regional municipality or territorial district, after the 31st day of August,

in a crop year.

#### DESIGNATION OF PERILS

4. The following are designed as perils for the purposes of this plan:

1. Drought.

2. Excessive moisture.

3. Excessive rainfall.

4. Flood.

5. Frost.

6. Hail.

7. Insect infestation.

8. Plant disease.

9. Wind.

#### DESIGNATION OF CROP YEAR

5. The crop year for potatoes is the period from the 1st day of March in any year to the 15th day of November next following.

#### CONTRACT OF INSURANCE

6. For the purposes of this plan, the entire contract of insurance for potatoes shall be deemed to be comprised of,

(a) the contract of insurance in the form prescribed by Regulation 156 of Revised Regulations of Ontario, 1970;

(b) an endorsement for potatoes in Form 2;

(c) the application for insurance in Form 1;

(d) the final acreage report in Form 3 for each crop year; and

(e) an amendment to any document referred to in clauses a, b, c or d agreed upon in writing.

7. An application for insurance shall,

(a) be in Form 1;

(b) be accompanied by a premium deposit of at least \$15; and

(c) be filed with the Commission not later than the 1st day of May in the crop year in respect of which it is made.

#### DURATION OF CONTRACT

8.—(1) A contract of insurance shall be in force for the crop year in respect of which it is made, and shall continue in force for each crop year thereafter until it is cancelled by the insured person or the Commission in the manner prescribed by subsection 2 or is terminated in accordance with the regulations.

(2) A contract of insurance may be cancelled by the insured person or the Commission by notice in writing to the other party on or before the 1st day of May in the crop year during which the cancellation is to be effective.

#### COVERAGE

9.—(1) The coverage provided in each crop year under a contract of insurance shall be 50 per cent of the area average yield in hundredweights, as determined by the Commission in respect of the area in which the insured acreage is situate, applied to the total acreage planted to potatoes by the insured person in accordance with the regulations.

(2) The number of hundredweights determined under subsection 1 constitutes the total guaranteed production under a contract of insurance.

10.—(1) The established price for potatoes shall be,

(a) \$1.00;

(b) \$1.30; or

(c) \$1.70,

per hundredweight.

(2) Subject to subsection 3, the established price per hundredweight selected by an applicant at the time a contract of insurance is made applies in each succeeding crop year during which the contract is in force.

(3) Where,

(a) the insured person applies therefor in writing on or before the 1st day of May in a crop year; and

(b) the Commission consents in writing,

any established price designated in subsection 1 of section 10 may be substituted for the established price selected by the insured person at the time a contract of insurance is made or for any established price substituted in lieu thereof under this subsection.

11. The maximum indemnity for which the Commission is liable under a contract if insurance shall be the amount obtained by multiplying the total guaranteed production determined under section 9 by the established price per hundredweight determined under section 10.

#### PREMIUMS

12.—(1) The premium payable by an insured person for each \$100 of liability determined under section 11 is \$2.80.

(2) Notwithstanding subsection 1, the minimum premium payable by an insured person in each crop year is \$15.00.

(3) The premium prescribed by subsections 1 and 2 is in addition to such payments in respect of premiums as may be made by,

(a) the Government of Canada under the *Crop Insurance Act* (Canada); and

(b) the Treasurer of Ontario under subsection 2 of section 7 of the Act.

13.—(1) Where a contract of insurance is in force, a premium shall be paid in respect of each crop year in which the insured person plants acreage to potatoes.

(2) Where a premium is payable in respect of a crop year, the insured person shall pay the premium, less the premium deposit, if any, to the Commission at the time he files the final acreage report prescribed by section 14.

#### FINAL ACREAGE REPORTS

14.—(1) Every insured person shall file with the Commission in each crop year a final acreage report in Form 3 within ten days after the planting of acreage to potatoes is completed.

(2) A final acreage report filed with the Commission shall not be amended without the consent in writing of the Commission.

15.—(1) The Commission may revise the final acreage report in any or all respects and adjust the premium accordingly and, in such case, shall notify the insured person in writing forthwith respecting such revision and adjustment.

(2) The insured person shall be deemed to have agreed with the revision of the final acreage report and adjustment of premium made by the Commission under subsection 1 unless, within ten days from the mailing or delivery of the notification by the Commission, he notifies the Commission in writing that he rejects such revision and adjustment.

(3) Where the Commission receives notice from an insured person under subsection 2, it shall notify the insured person in writing that the contract of insurance does not apply for the crop year in respect of which the final acreage report was filed and shall refund any premium or premium deposit paid in respect of that crop year.

(4) A final acreage report revised under this section shall, failing notice under subsection 2, constitute the final acreage report for the crop year.

16.—(1) Where an insured person in any crop year fails to file a final acreage report in the form and manner prescribed by this Regulation, the Commission may,



- (a) prepare the final acreage report ; or
- (b) declare the insured acreage to be nil.
- (2) Where the Commission prepares a final acreage report under subsection 1, the Commission shall mail or deliver a copy of the report to the insured person.
- (3) Every insured person shall pay the premium for the crop year in respect of which a final acreage report is prepared by the Commission within ten days from the mailing or delivery to him of a copy of the report.

VARIETIES OF POTATOES

17. Except as otherwise determined by the Commission, for the purposes of this plan acreage may be planted only to varieties of potatoes recommended in Publication No. 363 of the Department of Agriculture and Food entitled "Vegetable Production Recommendations" but the zones referred to in the said Publication No. 363 shall not be taken into account.

FINAL DATE FOR PLANTING

18. For the purposes of this plan, the final date for planting potatoes in a crop year,
- (a) in respect of acreage situate in the counties of Essex and Kent is the 1st day of June; and
- (b) in respect of acreage situate in any other county or in a territorial district is the 15th day of June.

DATES FOR HARVESTING

19. For the purposes of this plan, potatoes shall be harvested in a crop year not earlier than,
- (a) in respect of acreage situate in the counties of Essex and Kent, the 15th day of August; and

- (b) in respect of acreage situate in any other county or regional municipality or in a territorial district, the 1st day of September, and not later than the 20th day of October or such other date as may be determined from time to time by the Commission. O. Reg. 195/69, Sched. amended. O. Reg. 221/70, ss. 1-4.

TABLE 1

COLUMN 1	COLUMN 2
Area	Description of Area
1.	The counties of Dufferin and Simcoe.
2.	The County of Ontario and the counties lying west thereof, as they existed on the 31st day of December, 1969, except the counties of Dufferin and Simcoe.
3.	The counties of Durham and Victoria and the counties lying east thereof.
4.	The Provisional County of Haliburton and the territorial districts.

O. Reg. 195/69, Table 1, amended.

Form 1

The Crop Insurance Act (Ontario)

APPLICATION FOR CROP INSURANCE

To: The Crop Insurance Commission of Ontario:

.....  
(name of person, corporation or partnership, and if partnership, names of all partners)

.....  
(address) (telephone no.)

applies for crop insurance under *The Crop Insurance Act (Ontario)* and the regulations and in support of this application the following facts are stated:

1. Contract number.....
2. Crop plan.....
3. Crop year ending.....
4. The applicant is the owner-operator or tenant-operator of the farm or farms described below.
5. Description of farm or farms operated by applicant:

Farm No.	Lot	Concession	Township	County, etc.	Total Acreage of Farm	Acreage to be Seeded to Insured Crop	Owner or Tenant

6. Declaration of yields (for the most recent years in which the crop was produced):

Harvest Year	Total Acres		Date Completed (if known)		Total Yield Harvested
	Seeded	Harvested*	Seeding	Harvesting	

\*Where harvested acreage was less than seeded acreage, indicate reason:.....  
.....

7. Average farm yield is.....hundredweight per acre.

8.—(1) Coverage applied for is.....per cent of area average yield.

(2) The price per hundredweight of potatoes applied for is:

\$1 ☐            \$1.30 ☐            \$1.70 ☐

9. A deposit premium of \$.....(minimum of \$15) accompanies this application.

Dated at....., this.....day of....., 19.....

.....  
(signature of applicant(s))

.....  
(title of official signing for a corporation)

O. Reg. 221/70, s. 5.

Form 2

*The Crop Insurance Act (Ontario)*

POTATO ENDORSEMENT

WHEREAS the insured person has applied for crop insurance for potatoes under The Ontario Crop Insurance Plan for Potatoes, hereinafter referred to as “the plan”, and has paid the deposit premium prescribed thereunder;

NOW THEREFORE, subject to *The Crop Insurance Act (Ontario)*, and the regulations made there under, the contract of insurance between The Crop Insurance Commission of Ontario and the insured person is hereby extended to cover potatoes.

CAUSES OF LOSS INSURED AGAINST

- 1.—(1) Subject to subparagraph 2, this endorsement insures against a loss in the production of potatoes in a crop year resulting from drought, excessive moisture, excessive rainfall, flood, frost, hail, insect infestation, plant disease and wind.
- (2) This endorsement does not insure against a loss in the production of potatoes in a crop year resulting from insect infestation or plant disease unless the insured person establishes that he followed a recommended control program during the crop year.

DURATION OF INSURANCE

2. The contract of insurance for potatoes is in force for the crop year in which it is made and continues in force for each crop year thereafter until it is cancelled or terminated in accordance with the regulations.

COVERAGE

3. The coverage provided for potatoes in each crop year shall be 50 per cent of the area average yield in hundredweights, as determined by the Commission in respect of the area in which the insured acreage is situate, applied to the total acreage planted to potatoes by the insured person in accordance with the regulations.

TOTAL GUARANTEED PRODUCTION

4. The number of hundredweights determined in accordance with paragraph 3 is the total guaranteed production of potatoes for a crop year.

INDEMNITY

5. The maximum indemnity payable for a loss in production of potatoes in a crop year is the amount obtained by multiplying the total guaranteed production by such established price per hundredweight as is determined in accordance with the plan.

PREMIUM

6. For each crop year in which the insured person plants acreage to potatoes, an annual premium shall be paid, the amount of which shall be determined in the manner prescribed by the plan.

FINAL ACREAGE REPORT

7. In each crop year in which the contract of insurance is in force for potatoes, the insured person shall file a final acreage report in the form and manner prescribed by the plan.



## CROP YEAR

8. The crop year for potatoes is the period from the 1st day of March in any year to the 15th day of November next following.

## FINAL DATE FOR PLANTING

9. The final date for planting potatoes in a crop year is,

- (a) for the counties of Essex and Kent, the 1st day of June; and
- (b) for any other county or for a territorial district, the 15th day of June.

## HARVESTING OF PLANTED ACREAGE

10.—(1) All acreage planted to potatoes in a crop year shall be harvested unless the Commission, upon application therefor in writing, consents in writing to,

- (a) the use of the planted acreage or any part thereof for another purpose;
- (b) the abandonment or destruction of the insured crop or any part thereof; or
- (c) the digging of the insured crop or any part thereof before the earliest date for harvesting prescribed by subparagraph 2.

(2) The harvesting referred to in subparagraph 1 shall be commenced not earlier than,

- (a) in the counties of Essex and Kent, the 15th day of August; and
- (b) in any other county or in a territorial district, the 1st day of September,

and shall be completed not later than the 20th day of October or such other date as may be determined from time to time by the Commission.

(3) Where the harvesting of any planted acreage is not completed on the final date for harvesting prescribed by subparagraph 2, the insured person shall forthwith notify the Commission in writing.

(4) Where an insured person fails to notify the Commission in accordance with subparagraph 3, no indemnity shall be paid in respect of the unharvested acreage.

(5) Where, with the consent of the Commission under clause c of subparagraph 1, any planted acreage is dug before the earliest date prescribed for harvesting by subparagraph 2, the Commission shall determine the potential production of such acreage, and such potential production,

- (a) shall be deemed to be not less than the guaranteed production for such acreage; and
- (b) shall be taken into account in the final adjustment of loss.

11.—(1) On receipt of a notice under subparagraph 3 of paragraph 10, the Commission shall determine,

- (a) the number of unharvested acres and the potential production thereof; and
- (b) whether the harvesting of the planted acreage was prevented by reason of one or more of the causes of loss insured against.

(2) Where the Commission determines that harvesting of any planted acreage was prevented by reason of one or more of the causes of loss insured against, the Commission may extend the time for harvesting of the planted acreage for such period as it deems proper.

## VARIETIES OF POTATOES

12. Except as otherwise determined by the Commission, for the purposes of this plan acreage may be planted only to varieties of potatoes recommended in Publication No. 363 of the Department of Agriculture and Food entitled "Vegetable Production Recommendations" but the zones referred to in the said Publication No. 363 shall not be taken into account.

## EVALUATION OF LOSS

13. For the purpose of determining the loss in production of potatoes in a crop year and the indemnity payable therefor, the value of the crop shall progress through the stages prescribed in paragraphs 14 and 15.

## STAGE 1

14.—(1) Stage 1 comprises the period from the date on which the planting of acreage to potatoes is completed to and including the 15th day of June in the crop year.

(2) Where loss or damage occurs in Stage 1, the Commission, upon application therefor in writing by the insured person, may consent in writing to,

- (a) the replanting of the damaged acreage, provided that,
  - (i) the variety of potatoes replanted is one prescribed by paragraph 12, and
  - (ii) the replanting is completed not later than the 15th day of June; or

- (b) the use of the damaged acreage for any other purpose or to the abandonment or destruction of the insured crop on such damaged acreage and, in such case, the Commission shall determine the number of damaged acres and the potential production thereof.

(3) Where the damaged acreage is replanted to potatoes in accordance with clause *a* of subparagraph 2, the contract of insurance shall continue to apply to such replanted acreage.

(4) Where the damaged acreage is used for any other purpose or the insured crop is abandoned or destroyed in accordance with subparagraph 2, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total planted acreage shall be calculated by multiplying,

- (a) 60 per cent of the guaranteed production for the damaged acreage; or
- (b) the difference between the guaranteed production and the potential production determined under clause *b* of subparagraph 2 for the damaged acreage,

whichever is the lesser, by the established price per hundredweight.

(5) Where the damaged acreage is not used for any other purpose or the crop thereon is not abandoned or destroyed after the Commission has consented thereto, the amount of loss calculated under subparagraph 4 shall not be taken into account in the final adjustment of loss.

(6) Notwithstanding any application made in writing by the insured person under this paragraph, the Commission may, where loss or damage occurs in Stage 1, notify the insured person in writing that it intends to terminate the insurance coverage on such damaged acreage and to calculate the amount of loss in the manner prescribed in subparagraph 4 with respect to such damaged acreage and, where notice of such intention has been given, the Commission shall calculate accordingly the amount of loss to be taken into account in the final adjustment of loss and the value of the insured crop on such damaged acreage shall not progress beyond Stage 1.

#### STAGE 2

15.—(1) Stage 2 commences on the 16th day of June in the crop year and, with respect to any part of the planted acreage, ends with the completion of harvesting or on the final date for harvesting, whichever is the earlier.

(2) Where,

- (a) loss or damage occurs in Stage 2, the Commission, upon application therefor in writing by the insured person, may consent in writing to the use of the damaged acreage for any other purpose or to the abandonment or destruction of the insured crop on such damaged acreage and, in such case, the Commission shall determine the number of damaged acres and the potential production thereof;

(b) the harvesting of any planted acreage is not completed on the final date for harvesting, the Commission shall determine the number of unharvested acres and the potential production thereof; or

(c) any planted acreage is harvested, the Commission shall determine the number of acres harvested and the actual production thereof.

(3) Where the loss or damage occurs in Stage 2, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total planted acreage shall be calculated by multiplying the amount by which the guaranteed production exceeds the aggregate of,

(a) the actual production of any harvested acreage; and

(b) the potential production,

(i) determined under clause *a* of subparagraph 2 for damaged acreage used for any other purpose or on which the insured crop was abandoned or destroyed, and

(ii) determined under clause *b* of subparagraph 2 for acreage on which harvesting was not completed on the final date for harvesting,

by the established price per hundredweight.

#### FINAL ADJUSTMENT OF LOSS FOR TOTAL PLANTED ACREAGE

16. The indemnity payable with respect to the total planted acreage in the final adjustment of loss shall be the sum of all Stage 1 and Stage 2 loss calculations applicable to such acreage, but where,

(a) the actual production of any harvested acreage; or

(b) the potential production of,

(i) any unharvested acreage, and

(ii) any acreage dug before the earliest date for harvesting prescribed by subparagraph 2 of paragraph 10,

exceeds the guaranteed production of such acreage, the indemnity otherwise payable shall be reduced by the amount obtained by multiplying such excess by the established price per hundredweight.

#### DAMAGE AFTER HARVEST

17. No indemnity shall be paid in respect of any loss or damage suffered by the insured crop after harvesting unless such loss or damage was caused by the occurrence before harvest of one or more of the insured perils, and notice of such occurrence was given to the Commission prior to harvesting.



INCORRECT ACREAGE IN FINAL ACREAGE REPORT

18.—(1) Where the actual planted acreage of potatoes in a crop year is less than the planted acreage declared on the final acreage report, the guaranteed production and the amount of insurance shall be reduced proportionately and no refund of premium or part thereof shall be made.

(2) Where the actual planted acreage of potatoes in a crop year exceeds the planted acreage declared on the final acreage report, the guaranteed production per acre shall be reduced proportionately.

IN WITNESS WHEREOF The Crop Insurance Commission of Ontario has caused this endorsement to be signed by its general manager but the same shall not be binding upon the Commission until countersigned by a duly authorized representative thereof.

Countersigned and dated at....., this.....day of....., 19.....

.....  
Duly Authorized Representative    General Manager

O. Reg. 195/69, Form 2; O. Reg. 221/70, s. 6.

Form 3

*The Crop Insurance Act (Ontario)*

FINAL ACREAGE REPORT FOR POTATOES

1. Insured person.....  
(name)

.....  
(address) (county) (phone no.)

2. Crop Insurance Contract No..... 3. Crop year covered by this report: 19....

4. The insured person is engaged full time in farming: ☐ Yes ☐ No  
If "No" explain.....  
.....

5. Crop will be harvested by: own equipment ☐ shared equipment ☐ custom operator ☐

6. I hereby assign.....per cent of my right to indemnity under this contract in respect of the crop described hereunder to:  
.....  
(name) (address)

7. Total acres planted for early harvest.....; late harvest\*.....

Designation of acreage planted for early harvest and for late harvest must be shown on a diagram of each farm on which the insured crop is grown.

\*Late harvest refers to acreage harvested after August 14th in the counties of Essex and Kent and after August 31st in any other county or territorial district.

8. Details of acreage planted to late potatoes (a diagram of each farm on which the insured crop is grown must be attached to this report).



Farm No.	No. of Acres	Soil Type	Manure Applied	Fertilizer Applied		No. of Acres Systematically Tile-Drained	Distance Between Drains	Previous Crop Produced
			No. of Acres	Pounds per acre	Grade			

9. The fertilizer referred to above was applied in accordance with soil test recommendation(s): ☐ Yes  
☐ No

10. Details of varieties and planting dates:

Variety			
No. of Acres Planted			
Date Planting Completed			

11. The established price per hundredweight of potatoes is \$. . . . .

12. The acreage set out in paragraph 8 is the total acreage planted to late potatoes by the insured person and at this date the crop has suffered no damage, except as follows . . . . .  
. . . . .

13. The premium (less premium deposit, if any) accompanies this report.

Dated at . . . . ., this . . . . . day of . . . . ., 19 . . . .

. . . . .  
(signature of insured person)

. . . . .  
(title of official signing for a corporation)

## REGULATION 150

### under The Crop Insurance Act (Ontario)

#### CROP INSURANCE PLAN—SOYBEANS

1. The plan in the Schedule is established for the insurance within Ontario of soybeans. O. Reg. 121/68, s. 1.

#### Schedule

##### *The Crop Insurance Act (Ontario)*

#### PLAN

1. This plan may be cited as "The Ontario Crop Insurance Plan for Soybeans".

2. The purpose of this plan is to provide for insurance against a loss in the production of soybeans resulting from one or more of the perils designated in section 4.

#### INTERPRETATION

3. In this plan,

- (a) "average farm yield" means the average of previous yields of the seeded acreage computed on the basis of acreage production records of the insured person or on such other basis as the Commission approves;
- (b) "bushel" means 60 pounds of soybeans, the moisture content of which does not exceed 14 per cent;
- (c) "soybeans" means soybeans produced in Ontario.

#### DESIGNATION OF PERILS

4. The following are designated as perils for the purposes of this plan:

- 1. Drought.
- 2. Excessive moisture.
- 3. Excessive rainfall.
- 4. Flood.
- 5. Frost.
- 6. Hail.
- 7. Insect infestation.
- 8. Plant disease.

9. Wind.

#### DESIGNATION OF CROP YEAR

5. The crop year for soybeans is the period from the 1st day of March in any year to the 15th day of November next following.

#### CONTRACT OF INSURANCE

6. For the purposes of this plan, the entire contract of insurance for soybeans shall be deemed to be comprised of,

- (a) the contract of insurance in the form prescribed by Regulation 156 of Revised Regulations of Ontario, 1970;
- (b) an endorsement for soybeans in Form 2;
- (c) the application for insurance;
- (d) the final acreage report for each crop year; and
- (e) an amendment to any document referred to in clauses *a*, *b*, *c* or *d* agreed upon in writing.

7. An application for insurance shall,

- (a) be in Form 1;
- (b) be accompanied by a premium deposit of at least \$15; and
- (c) be filed with the Commission not later than the 1st day of June in the crop year in respect of which it is made.

#### DURATION OF CONTRACT

8.—(1) A contract of insurance shall be in force for the crop year in respect of which it is made, and shall continue in force for each crop year thereafter until it is cancelled by the insured person or the Commission in the manner prescribed by subsection 2 or is terminated in accordance with the regulations.

(2) A contract of insurance may be cancelled by the insured person or the Commission by notice in writing to the other party on or before the 1st day of June in the crop year during which the cancellation is to be effective.

(3) Notwithstanding subsection 1, the contract does not insure against and no indemnity shall be paid in respect of any loss or damage which occurs prior to the 20th day of May in the crop year.

#### COVERAGE

9.—(1) The coverage provided in each crop year under a contract of insurance shall be the lesser of,

- (a) 70 per cent of the average farm yield in bushels; or
- (b) the county average yield in bushels, as determined by the Commission in respect of the county in which the insured acreage is situate,

applied to the total acreage seeded to soybeans by the insured person in accordance with the regulations.

(2) The number of bushels determined under subsection 1 constitutes the total guaranteed production under a contract of insurance.

10. The maximum amount for which the Commission is liable under a contract of insurance shall be the amount obtained by multiplying the total guaranteed production determined under section 9 by the established price per bushel prescribed by section 11.

11. For the purposes of this plan, the established price for soybeans is \$2.50 per bushel.

#### PREMIUMS

12.—(1) The premium payable by an insured person for each \$100 of liability determined under section 10 is \$6.

(2) Notwithstanding subsection 1, the minimum premium payable by an insured person in each crop year is \$15.

(3) The premiums prescribed by subsections 1 and 2 are in addition to such payments in respect of premiums as may be made by,

- (a) the Government of Canada under the *Crop Insurance Act* (Canada); and
- (b) the Treasurer of Ontario under subsection 2 of section 7 of the Act.

13.—(1) Where a contract of insurance is in force, a premium shall be paid in respect of each crop year in which the insured person seeds acreage to soybeans.

(2) Where a premium is payable in respect of a crop year, the insured person shall pay the premium, less the premium deposit, if any, to the Commission at the time he files the final acreage report prescribed by section 14.

#### FINAL ACREAGE REPORTS

14.—(1) Every insured person shall file with the Commission in each crop year a final acreage report in Form 3 within ten days after the seeding of acreage to soybeans is completed.

(2) A final acreage report filed with the Commission shall not be amended without the consent in writing of the Commission.

15.—(1) The Commission may revise the final acreage report in any or all respects and adjust the premium accordingly and, in such case, shall notify the insured person in writing forthwith respecting such revision and adjustment.

(2) The insured person shall be deemed to have agreed with the revision of the final acreage report and adjustment of premium made by the Commission under subsection 1 unless, within ten days from the mailing or delivery of the notification by the Commission, he notifies the Commission in writing that he rejects such revision and adjustment.

(3) Where the Commission receives notice from an insured person under subsection 2, it shall notify the insured person in writing that the contract of insurance does not apply for the crop year in respect of which the final acreage report was filed and shall refund any premium or premium deposit paid in respect of that crop year.

(4) A final acreage report revised under this section shall, failing notice under subsection 2, constitute the final acreage report for the crop year.

16.—(1) Where an insured person in any crop year fails to file a final acreage report in the form and manner prescribed by this Regulation, the Commission may,

- (a) prepare the final acreage report; or
- (b) declare the insured acreage to be nil.

(2) Where the Commission prepares a final acreage report under subsection 1, the Commission shall mail or deliver a copy of the report to the insured person.

(3) Every insured person shall pay the premium for the crop year in respect of which a final acreage report is prepared by the Commission within ten days from the mailing or delivery to him of a copy of the report.

17.—(1) Where the Commission has not revised the average farm yield stated by the insured person in a final acreage report, the Commission may, on the adjustment of a claim for a loss in production of soybeans in the crop year, require the insured person to satisfy the Commission that the average farm yield was computed on the basis of his acreage production records or on a reasonable assessment of



the productivity of the seeded acreage under normal growing conditions.

(2) Where the insured person fails to satisfy the Commission under subsection 1, the Commission shall determine the average farm yield and shall reduce accordingly the total guaranteed production determined in accordance with section 9 and the maximum amount of indemnity for which it is liable under section 10, but no portion of the premium shall be refunded.

VARIETIES OF SOYBEANS

18. Except as otherwise determined by the Commission, for the purposes of this plan acreage may be seeded only to varieties of soybeans recommended in Publication No. 296 of the Department of Agriculture and Food entitled "Field Crop Re-

commendations" for the same number of heat units as, or a lesser number of heat units than, the said Publication No. 296 specifies as being available for soybean production in the area in which the said acreage is situate.

FINAL DATE FOR SEEDING

19. For the purposes of this plan, the final date for seeding soybeans in a crop year is the 20th day of June or such other date as may be determined from time to time by the Commission.

FINAL DATE FOR HARVESTING

20. For the purposes of this plan, the final date for harvesting soybeans in a crop year is the 15th day of November or such other date as may be determined from time to time by the Commission. O. Reg. 121/68, Sched; O. Reg. 228/70, ss. 1-3.

Form 1

*The Crop Insurance Act (Ontario)*

APPLICATION FOR CROP INSURANCE

To: The Crop Insurance Commission of Ontario:

.....  
(name of person, corporation or partnership, and if partnership, names of all partners)

.....  
(address) (telephone no.)

applies for crop insurance under *The Crop Insurance Act (Ontario)* and the regulations and in support of this application the following facts are stated:

- 1. Contract number.....
- 2. Crop plan.....
- 3. Crop year ending.....
- 4. The applicant is the owner-operator or tenant-operator of the farm or farms described below.
- 5. Description of farm or farms operated by applicant:

Farm No.	Lot	Concession	Township	County, etc.	Total Acreage of Farm	Acreage to be Seeded to Insured Crop	Owner or Tenant

6. Declaration of yields (for the most recent years in which the crop was produced):

Harvest Year	Total Acres		Date Completed (if known)		Total Yield Harvested
	Seeded	Harvested*	Seeding	Harvesting	

\* Where harvested acreage was less than seeded acreage, indicate reason:

7. Average farm yield is.....bushels per acre.
8. Coverage applied for is.....per cent.
9. A deposit premium of \$.....(minimum of \$15) accompanies this application.

Dated at....., this.....day of....., 19....

.....  
(signature of applicant(s) )

.....  
(title of official signing for a corporation)

O. Reg. 228/70, s. 4.

Form 2

*The Crop Insurance Act (Ontario)*

SOYBEAN ENDORSEMENT

WHEREAS the insured person has applied for crop insurance for soybeans under The Ontario Crop Insurance Plan for Soybeans, hereinafter referred to as "the plan", and has paid the deposit premium prescribed thereunder.

NOW THEREFORE, subject to *The Crop Insurance Act (Ontario)* and the regulations made thereunder, the contract of insurance between The Crop Insurance Commission of Ontario and the insured person is hereby extended to cover soybeans.

CAUSES OF LOSS INSURED AGAINST

1. This endorsement insures against a loss in the production of soybeans in a crop year resulting from drought, excessive moisture, excessive rainfall, flood, frost, hail, insect infestation, plant disease and wind.

DURATION OF INSURANCE

2.—(1) The contract of insurance for soybeans is in force for the crop year in which it is made and continues in force for each crop year thereafter until it is cancelled or terminated in accordance with the regulations.

(2) Notwithstanding subparagraph 1, the contract does not insure against and no indemnity shall be paid in respect of any loss or damage which occurs prior to the 20th day of May in the crop year.

COVERAGE

3. The coverage provided for soybeans in each crop year is the lesser of,

- (a) 70 per cent of the average farm yield in bushels; or
- (b) the county average yield in bushels, as determined by the Commission in respect of the county in which the insured acreage is situate,



applied to the total acreage seeded to soybeans by the insured person in accordance with the regulations.

#### TOTAL GUARANTEED PRODUCTION

4. The number of bushels determined in accordance with paragraph 3 is the total guaranteed production of soybeans for a crop year.

#### INDEMNITY

5. The maximum indemnity payable for a loss in production of soybeans in a crop year is the amount obtained by multiplying the total guaranteed production by the price per bushel established in the plan.

#### PREMIUM

6. For each crop year in which the insured person seeds acreage to soybeans, an annual premium shall be paid, the amount of which shall be determined in the manner prescribed by the plan.

#### FINAL ACREAGE REPORT

7. In each crop year in which the contract of insurance is in force for soybeans, the insured person shall file a final acreage report in the form and manner prescribed by the plan.

#### CROP YEAR

8. The crop year for soybeans is the period from the 1st day of March in any year to the 15th day of November next following.

#### FINAL DATE FOR SEEDING

9. Soybeans shall be seeded not later than the 20th day of June in a crop year or such other date as may be determined from time to time by the Commission.

#### HARVESTING OF SEEDED ACREAGE

10.—(1) All acreage seeded to soybeans in a crop year shall be harvested unless the Commission, upon application therefor in writing, consents in writing to,

- (a) the use of the seeded acreage or any part thereof for another purpose; or
- (b) the abandonment or destruction of the insured crop or any part thereof.

(2) The harvesting referred to in subparagraph 1 shall be completed not later than the 15th day of November or such other date as may be determined from time to time by the Commission.

(3) Where the harvesting of any seeded acreage is not completed on the date prescribed by subparagraph 2, the insured person shall forthwith notify the Commission in writing.

(4) Where an insured person fails to notify the Commission in accordance with subparagraph 3, no indemnity shall be paid in respect of the unharvested acreage.

(5) Where, with the consent of the Commission under subparagraph 1, any seeded acreage is used for a purpose other than harvesting, the Commission shall determine the potential production of such acreage, and such potential production shall be taken into account in the final adjustment of loss.

11.—(1) On receipt of a notice under subparagraph 3 of paragraph 10, the Commission shall determine,

- (a) the number of unharvested acres and the potential production thereof; and
- (b) whether the harvesting of the seeded acreage was prevented by reason of one or more of the causes of loss insured against.

(2) Where the Commission determines that harvesting of any seeded acreage was prevented by reason of one or more of the causes of loss insured against, the Commission may extend the time for harvesting of the seeded acreage for such period as it deems proper.

#### VARIETIES OF SOYBEANS

12. Except as otherwise determined by the Commission, acreage may be seeded only to varieties of soybeans recommended in Publication No. 296 of the Department of Agriculture and Food entitled "Field Crop Recommendations" for the area in which the seeded acreage is situate.

#### EVALUATION OF LOSS

13. For the purpose of determining the loss in production of soybeans in a crop year and the indemnity payable therefor, the value of the crop shall progress through the stages prescribed in paragraphs 14, 15 and 16.

#### STAGE 1

14.—(1) Stage 1 comprises the period from the date on which the seeding of acreage to soybeans is completed to and including the 20th day of June in the crop year.

(2) Where loss or damage occurs in Stage 1, the Commission, upon application therefor in writing by the insured person, may consent in writing to,



(a) the reseeded of the damaged acreage, provided that,

(i) the variety of soybeans reseeded is one prescribed by paragraph 12 for the area in which the damaged acreage is situate, and

(ii) the reseeded is completed not later than the 20th day of June; or

(b) the use of the damaged acreage for any other purpose or to the abandonment or destruction of the insured crop on such damaged acreage and, in such case, the Commission shall determine the number of damaged acres and the potential production thereof.

(3) Where the damaged acreage is reseeded to soybeans in accordance with clause *a* of subparagraph 2, the contract of insurance shall continue to apply to such reseeded acreage and the Commission shall pay a supplementary benefit to the insured person calculated at the rate of \$5 for each reseeded acre.

(4) Where the damaged acreage is used for any other purpose or the insured crop is abandoned or destroyed in accordance with clause *b* of subparagraph 2, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total seeded acreage shall be calculated by multiplying,

(a) 30 per cent of the guaranteed production for the damaged acreage; or

(b) the difference between the guaranteed production and the potential production determined under clause *b* of subparagraph 2 for the damaged acreage,

whichever is the lesser, by the established price per bushel.

(5) Where the damaged acreage is not used for any other purpose or the crop thereon is not abandoned or destroyed after the Commission has consented thereto, the amount of loss calculated under subparagraph 4 shall not be taken into account in the final adjustment of loss.

(6) Notwithstanding any application made in writing by the insured person under this paragraph, the Commission may, where loss or damage occurs in Stage 1, notify the insured person in writing that it intends to terminate the insurance coverage on such damaged acreage and to calculate the amount of loss in the manner prescribed in subparagraph 4 with respect to such damaged

acreage and, where notice of such intention has been given, the Commission shall calculate accordingly the amount of loss to be taken into account in the final adjustment of loss and the value of the insured crop on such damaged acreage shall not progress beyond Stage 1.

#### STAGE 2

15.—(1) Stage 2 commences on the 21st day of June in the crop year and, with respect to any part of the seeded acreage, ends with the completion of harvesting of such part.

(2) Where loss or damage occurs in Stage 2, the Commission, upon application therefor in writing by the insured person, may consent in writing to the use of the damaged acreage for any other purpose or to the abandonment or destruction of the insured crop on such damaged acreage and, in such case, the Commission shall determine the number of damaged acres and the potential production thereof.

(3) Where,

(a) damaged acreage is used for any other purpose or the insured crop thereon is abandoned or destroyed in accordance with subparagraph 2; or

(b) the harvesting of any seeded acreage is not completed on the date determined therefor,

the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total seeded acreage shall be calculated by multiplying the amount by which 90 per cent of the guaranteed production for the damaged or unharvested acreage, as the case may be, exceeds the potential production determined therefor by the established price per bushel.

(4) Where damaged acreage is not used for any other purpose or the crop thereon is not abandoned or destroyed after the Commission has consented thereto, the amount of loss calculated under subparagraph 3 shall not be taken into account in the final adjustment of loss.

#### STAGE 3

16.—(1) Stage 3 applies to seeded acreage with respect to which harvesting has been completed.

(2) Where the actual production of the acreage so harvested is less than the guaranteed production for such acreage, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total seeded acreage shall be calculated by multiplying the difference between the guaranteed production and the actual production by the established price per bushel.

FINAL ADJUSTMENT OF LOSS FOR  
TOTAL SEEDED ACREAGE

17. The indemnity payable with respect to the total seeded acreage in the final adjustment of loss shall be the sum of all Stage 1, Stage 2 and Stage 3 loss calculations applicable to such acreage, but where,

- (a) the actual production of any harvested acreage; or
- (b) the potential production of any unharvested acreage,

exceeds the guaranteed production of such acreage, the indemnity otherwise payable shall be reduced by the amount obtained by multiplying such excess by the established price per bushel.

INCORRECT ACREAGE IN FINAL ACREAGE REPORT

18.—(1) Where the actual seeded acreage of soybeans in a crop year is less than the seeded acreage declared on the final acreage report, the

guaranteed production and the amount of insurance shall be reduced proportionately and no refund of premium or part thereof shall be made.

(2) Where the actual seeded acreage of soybeans in a crop year exceeds the seeded acreage declared on the final acreage report, the guaranteed production per acre shall be reduced proportionately.

IN WITNESS WHEREOF The Crop Insurance Commission of Ontario has caused this endorsement to be signed by its general manager but the same shall not be binding upon the Commission until countersigned by a duly authorized representative thereof.

Countersigned and dated at....., this.....day of....., 19....

Duly Authorized Representative                      General Manager

O. Reg. 121/68, Form 2; O. Reg. 228/70, s. 5.

Form 3

The Crop Insurance Act (Ontario)

FINAL ACREAGE REPORT FOR SOYBEANS

- 1. Insured person..... (name)..... (address)..... (county)..... (telephone no.).....
- 2. Crop insurance contract number.....
- 3. Crop year covered by this report: 19....
- 4. Coverage in force is.....per cent of the average yield.
- 5. The insured person is engaged full time in farming: ☐ Yes ☐ No. If "No", explain.....
- 6. Crop will be harvested by: own equipment ☐ shared equipment ☐ custom operator ☐
- 7. I hereby assign my right to indemnity under this contract in respect of the crop described hereunder to.... (name)..... (address).....
- 8. Details of acreage seeded to soybeans (a diagram of each farm on which the insured crop is grown must be attached to this report):

Farm No.	No. of Acres	Soil Type	Manure Applied No. of Acres	Fertilizer Applied		No. of Acres Systematically Tile-Drained	Distance Between Drains	When Was Acreage Plowed?	Heat Unit Rating	Previous Crop Produced
				Pounds Per Acre	Grade					

9. The fertilizer referred to above was applied in accordance with soil test recommendation(s):  
☐ Yes                      ☐ No

10. Details of varieties and seeding dates:

Variety	No. of Acres Seeded	Date Seeding Completed

11. The seed referred to above was pedigreed seed:                      ☐ Yes                      ☐ No

12. Chemical weed control applied or to be applied:                      ☐ Yes                      ☐ No

13. The acreage set out in paragraph 8 is the total acreage seeded to soybeans by the insured person and at this date the crop has suffered no damage, except as follows:.....  
.....

14. The premium (less premium deposit, if any) accompanies this report.

Dated at ....., this ..... day of ....., 19....

.....  
(signature of insured person)

.....  
(title of official signing for a corporation)



## REGULATION 151

### under The Crop Insurance Act (Ontario)

#### CROP INSURANCE PLAN—SPRING GRAIN

1. The plan in the Schedule is established for the insurance within Ontario of spring grain. O. Reg. 200/67, s. 1.

#### Schedule

##### *The Crop Insurance Act (Ontario)*

#### PLAN

1. This plan may be cited as "The Ontario Crop Insurance Plan for Spring Grain".

2. The purpose of this plan is to provide for insurance against a loss in the production of spring grain resulting from one or more of the perils designated in section 4.

#### INTERPRETATION

3. In this plan,

(a) "average farm yield" means the average of previous yields of the seeded acreage computed on the basis of acreage production records of the insured person or on such other basis as the Commission approves;

(b) "mixed grain" means any seed mixture that includes both oats and barley, the combined weight of which equals at least 75 per cent of the total, but the individual weights of either of which do not exceed 75 per cent of the total;

(c) "spring grain" means,

(i) oats,

(ii) barley, and

(iii) mixed grain.

#### DESIGNATION OF PERILS

4. The following are designated as perils for the purposes of this plan:

1. Drought.

2. Excessive moisture.

3. Excessive rainfall.

4. Flood.

5. Frost.

6. Hail.

7. Insect infestation.

8. Plant disease.

9. Wind.

#### DESIGNATION OF CROP YEAR

5. The crop year for spring grain is the period from the 1st day of March in any year to the 15th day of October next following.

#### CONTRACT OF INSURANCE

6. For the purposes of this plan, the entire contract of insurance for spring grain shall be deemed to be comprised of,

(a) the contract of insurance in the form prescribed by Regulation 156 of Revised Regulations of Ontario, 1970;

(b) an endorsement for spring grain in Form 2;

(c) the application for insurance;

(d) the final acreage report for each crop year; and

(e) an amendment to any document referred to in clauses *a*, *b*, *c* or *d* agreed upon in writing.

7. An application for insurance shall,

(a) be in Form 1;

(b) be accompanied by a premium deposit of at least \$15; and

(c) be filed with the Commission not later than the 1st day of May in the crop year in respect of which it is made.

#### DURATION OF CONTRACT

8.—(1) A contract of insurance shall be in force for the crop year in respect of which it is made, and shall continue in force for each crop year thereafter until it is cancelled by the insured person or the Commission in the manner prescribed by subsection 2 or is terminated in accordance with the regulations.

(2) A contract of insurance may be cancelled by the insured person or the Commission by notice in writing to the other party on or before the 1st day of May in the crop year during which the cancellation is to be effective.

#### COVERAGE

9.—(1) For the purpose of computing total guaranteed production, the number of bushels declared as the average farm yield shall be converted to pounds.

(2) The conversion into pounds mentioned in subsection 1 shall be made on the basis that,

- (a) a bushel of oats weighs 34 pounds;
- (b) a bushel of barley weighs 48 pounds; and
- (c) a bushel of mixed grain weighs 40 pounds.

10.—(1) The coverage provided under a contract of insurance shall be,

- (a) 60 per cent; or
- (b) 80 per cent,

of the average farm yield computed in pounds of the total acreage seeded to spring grain by the insured person in accordance with the regulations.

(2) The number of pounds determined under subsection 1 constitutes the total guaranteed production under a contract of insurance.

11.—(1) Subject to subsection 2, the percentage of the average farm yield selected by an applicant at the time a contract of insurance is made applies in each succeeding crop year during which the contract is in force.

(2) Where,

- (a) the insured person applies therefor in writing on or before the 1st day of May in a crop year; and
- (b) the Commission consents in writing,

any percentage designated in subsection 1 of section 10 may be substituted for the percentage selected by the insured person at the time a contract of insurance is made or any percentage substituted in lieu thereof under this subsection.

12. The maximum amount for which the Commission is liable under a contract of insurance shall be the amount obtained by multiplying the total guaranteed production determined under section 10 by the established price per pound prescribed by section 13.

13. For the purposes of this plan, the established price for spring grain is 2.2 cents per pound.

#### PREMIUMS

14.—(1) The premium payable by an insured person for acreage in a county or territorial district named in column 1 of Table 1 for each \$100 of liability determined under section 12 is the amount set opposite the name of the county or territorial district,

- (a) in column 2 where the percentage under section 10 or 11 is 60 per cent; and
- (b) in column 3 where the percentage under section 10 or 11 is 80 per cent.

(2) Notwithstanding subsection 1, the minimum premium payable by an insured person in each crop year is \$15.

(3) The premiums prescribed by subsections 1 and 2 are in addition to such payments in respect of premiums as may be made by,

- (a) the Government of Canada under the *Crop Insurance Act* (Canada); and
- (b) the Treasurer of Ontario under subsection 2 of section 7 of the Act.

15.—(1) Where a contract of insurance is in force, a premium shall be paid in respect of each crop year in which the insured person seeds acreage to spring grain.

(2) Where a premium is payable in respect of a crop year, the insured person shall pay the premium, less the premium deposit, if any, to the Commission at the time he files the final acreage report prescribed by section 16.

#### FINAL ACREAGE REPORTS

16.—(1) Every insured person shall file with the Commission in each crop year a final acreage report in Form 3 within ten days after the seeding of acreage to spring grain is completed.

(2) A final acreage report filed with the Commission shall not be amended without the consent in writing of the Commission.

17.—(1) The Commission may revise the final acreage report in any or all respects and adjust the premium accordingly and, in such case, shall notify the insured person in writing forthwith respecting such revision and adjustment.

(2) The insured person shall be deemed to have agreed with the revision of the final acreage report and adjustment of premium made by the Commission under subsection 1 unless, within ten days from the mailing or delivery of the notification by the Commission, he notifies the Commission in writing that he rejects such revision and adjustment.



(3) Where the Commission receives notice from an insured person under subsection 2, it shall notify the insured person in writing that the contract of insurance does not apply for the crop year in respect of which the final acreage report was filed and shall refund any premium or premium deposit paid in respect of that crop year.

(4) A final acreage report revised under this section shall, failing notice under subsection 2, constitute the final acreage report for the crop year.

18.—(1) Where an insured person in any crop year fails to file a final acreage report in the form and manner prescribed by this Regulation, the Commission may,

- (a) prepare the final acreage report; or
- (b) declare the insured acreage to be nil.

(2) Where the Commission prepares a final acreage report under subsection 1, the Commission shall mail or deliver a copy of the report to the insured person.

(3) Every insured person shall pay the premium for the crop year in respect of which a final acreage report is prepared by the Commission within ten days from the mailing or delivery to him of a copy of the report.

19.—(1) Where the Commission has not revised the average farm yield stated by the insured person in a final acreage report, the Commission may, on the adjustment of a claim for a loss in production of spring grain in the crop year, require the insured person to satisfy the Commission that such average farm yield was computed on the basis of his acreage production records or on a reasonable assessment of the productivity of the seeded acreage under normal growing conditions.

(2) Where the insured person fails to satisfy the Commission under subsection 1, the Commission shall

determine the average farm yield and shall reduce accordingly the total guaranteed production determined in accordance with section 10 and the maximum amount of indemnity for which it is liable under section 12, but no portion of the premium shall be refunded.

FINAL DATE FOR SEEDING

20. For the purposes of this plan, the final date for seeding spring grain in a crop year,

- (a) in respect of acreage situate in a county or regional municipality is the 25th day of May; and
- (b) in respect of acreage situate in a district municipality, territorial district or the Provisional County of Haliburton, is the 5th day of June,

or such other date as may be determined from time to time by the Commission.

FINAL DATE FOR HARVESTING

21. For the purposes of this plan, the final date for harvesting spring grain,

- (a) in respect of acreage situate in a county or regional municipality is the 15th day of September; and
- (b) in respect of acreage situate in a district municipality, territorial district or the Provisional County of Haliburton, is the 15th day of October,

or such other date as may be determined from time to time by the Commission. O. Reg. 200/67, Sched.; O. Reg. 201/67, s. 1; O. Reg. 105/68, s. 1; O. Reg. 149/69, ss. 1-8; O. Reg. 222/70, ss. 1-3.

TABLE 1

COLUMN 1	COLUMN 2	COLUMN 3
County, etc. or Territorial District	60%	80%
RATE ZONE 1		
Bruce, Dufferin, Grey, Huron, Perth, Simcoe, Waterloo, Wellington . . . . .	\$3.90	\$7.30
RATE ZONE 2		
Brant, Dundas, Durham, Elgin, Essex, Frontenac, Glengarry, Grenville, Haldimand, Halton, Hastings, Kent, Lambton, Lanark, Leeds, Lennox and Addington, Middlesex, Norfolk, Northumberland, Ontario, Oxford, Peel, Peterborough, Prescott, Prince Edward, Renfrew, Russell, Stormont, Victoria, Wentworth, York as it existed on the 31st day of December, 1970 and the regional municipalities of Niagara and Ottawa-Carleton . . . . .	\$4.40	\$7.80



COLUMN 1	COLUMN 2	COLUMN 3
County, etc. or Territorial District	60%	80%
RATE ZONE 3		
Provisional County of Haliburton, Manitoulin, Muskoka, Parry Sound . . . .	\$5.00	\$8.40
RATE ZONE 4		
Algoma, Nipissing, Sudbury, Timiskaming . . . . .	\$5.50	\$8.90
RATE ZONE 5		
Cochrane, Kenora, Rainy River, Thunder Bay . . . . .	\$6.00	\$9.40

O. Reg. 149/69, s. 9.

Form 1

*The Crop Insurance Act (Ontario)*

APPLICATION FOR CROP INSURANCE

To: The Crop Insurance Commission of Ontario:

.....  
(name of person, corporation or partnership, and if partnership, names of all partners)

.....  
(address) (telephone no.)

applies for crop insurance under *The Crop Insurance Act (Ontario)* and the regulations and in support of this application the following facts are stated:

1. Contract number . . . . .
2. Crop plan . . . . .
3. Crop year ending . . . . .
4. The applicant is the owner-operator or tenant-operator of the farm or farms described below.
5. Description of farm or farms operated by applicant:

Farm No.	Lot	Concession	Township	County District or Regional Municipality or Territorial District	Total Acreage of Farm	Acreage to be Seeded to Insured Crop	Owner or Tenant



## DURATION OF INSURANCE

2. The contract of insurance for spring grain is in force for the crop year in which it is made and continues in force for each crop year thereafter until it is cancelled or terminated in accordance with the regulations.

## COVERAGE

3.—(1) For the purpose of computing total guaranteed production, the number of bushels declared as the average farm yield shall be converted to pounds.

(2) The conversion into pounds mentioned in subsection 1 shall be made on the basis that,

- (a) a bushel of oats weighs 34 pounds;
- (b) a bushel of barley weighs 48 pounds; and
- (c) a bushel of mixed grain weighs 40 pounds.

4. The coverage provided for spring grain in each crop year is such percentage of the average farm yield computed in pounds, of the total acreage seeded to spring grain as is selected by the insured person in his application or such other percentage as may be selected by him from time to time with the consent of the Commission.

## TOTAL GUARANTEED PRODUCTION

5. The number of pounds determined in accordance with paragraph 4 is the total guaranteed production of spring grain for a crop year.

## INDEMNITY

6. The maximum indemnity payable for a loss in production of spring grain in a crop year is the amount obtained by multiplying the total guaranteed production by the price per pound established in the plan.

## PREMIUM

7. For each crop year in which the insured person seeds acreage to spring grain, an annual premium shall be paid, the amount of which shall be determined in the manner prescribed by the plan.

## FINAL ACREAGE REPORT

8. In each crop year in which the contract of insurance is in force for spring grain, the insured person shall file a final acreage report in the form and manner prescribed by the plan.

## CROP YEAR

9. The crop year for spring grain is the period from the 1st day of March in any year to the 15th day of October next following.

## FINAL DATE FOR SEEDING

10. The final date for seeding spring grain in a crop year,

- (a) in respect of acreage situate in a county or regional municipality is the 25th day of May; and
- (b) in respect of acreage situate in a territorial district or the Provisional County of Haliburton, is the 5th day of June,

or such other date as may be determined from time to time by the Commission.

## HARVESTING OF SEEDED ACREAGE

11.—(1) All acreage seeded to spring grain in a crop year shall be harvested unless the Commission, upon application therefor in writing, consents in writing to,

- (a) the use of the seeded acreage or any part thereof for another purpose; or
- (b) the abandonment or destruction of the insured crop or any part thereof.

(2) The harvesting referred to in subparagraph 1 shall be completed not later than,

- (a) in respect of acreage situate in a county or regional municipality, the 15th day of September; and
- (b) in respect of acreage situate in a territorial district or the Provisional County of Haliburton, the 15th day of October,

or such other date as may be determined from time to time by the Commission.

(3) Where the harvesting of any seeded acreage is not completed on the date prescribed by subparagraph 2, the insured person shall forthwith notify the Commission in writing.

(4) Where an insured person fails to notify the Commission in accordance with subparagraph 3, no indemnity shall be paid in respect of the unharvested acreage.

(5) Where, with the consent of the Commission under subparagraph 1, any seeded acreage is used for a purpose other than harvesting as spring grain, the Commission shall determine the potential production of such acreage, and such potential production shall be taken into account in the final adjustment of loss.

(6) On receipt of a notice under subparagraph 3, the Commission shall determine,



- (a) the number of unharvested acres and the potential production thereof; and
- (b) whether the harvesting of the seeded acreage was prevented by reason of one or more of the causes of loss insured against.

(7) Where the Commission determines that harvesting of any seeded acreage was prevented by reason of one or more of the causes of loss insured against, the Commission may extend the time for harvesting of the seeded acreage for such period as it deems proper.

#### EVALUATION OF LOSS

12. For the purpose of determining the loss in production of spring grain in a crop year, and the indemnity payable therefor,

- (a) the actual production of all acreage harvested of oats, barley and mixed grain shall be combined, and in no case shall the production of oats, barley or mixed grain be taken into account separately; and
- (b) the value of the crop shall progress through the stages prescribed in paragraphs 13, 14 and 15.

#### STAGE 1

13.—(1) Stage 1 comprises the period from the date on which the seeding of acreage to spring grain is completed to and including the 15th day of June in the crop year.

(2) Where loss or damage occurs in Stage 1, the Commission, upon application therefor in writing by the insured person, may consent in writing to the use of the damaged acreage for any other purpose or to the abandonment or destruction of the insured crop on such damaged acreage and, in such case, the Commission shall determine the number of damaged acres and the potential production thereof.

(3) Where the damaged acreage is used for any other purpose or the insured crop thereon is abandoned or destroyed in accordance with subparagraph 2, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total seeded acreage shall be calculated by multiplying,

- (a) 30 per cent of the guaranteed production for the damaged acreage; or
- (b) the difference between the guaranteed production and the potential production determined under subparagraph 2 for the damaged acreage,

whichever is the lesser, by the established price per pound.

(4) Where damaged acreage is not used for any other purpose or the crop thereon is not abandoned or destroyed after the Commission has consented thereto, the amount of loss calculated under subparagraph 3 shall not be taken into account in the final adjustment of loss.

(5) Notwithstanding any application made in writing by the insured person under this paragraph, the Commission may, where loss or damage occurs in Stage 1, notify the insured person in writing that it intends to terminate the insurance coverage on such damaged acreage and to calculate the amount of loss in the manner prescribed in subparagraph 3 with respect to such damaged acreage and where notice of such intention has been given, the Commission shall calculate accordingly the amount of loss to be taken into account in the final adjustment of loss and the value of the insured crop on such damaged acreage shall not progress beyond Stage 1.

#### STAGE 2

14.—(1) Stage 2 commences on the 16th day of June in the crop year and, with respect to any part of the seeded acreage, ends with the completion of harvesting of such part.

(2) Where loss or damage occurs in Stage 2, the Commission, upon application therefor in writing by the insured person, may consent in writing to the use of the damaged acreage for any other purpose or to the abandonment or destruction of the insured crop on such damaged acreage and, in such case, the Commission shall determine the number of damaged acres and the potential production thereof.

(3) Where,

- (a) damaged acreage is used for any other purpose or the insured crop thereon is abandoned or destroyed in accordance with subparagraph 2; or
- (b) the harvesting of any seeded acreage is not completed on the date determined therefor,

the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total seeded acreage shall be calculated by multiplying the difference between 90 per cent of the guaranteed production for the damaged acreage and the potential production determined under subparagraph 2 for the damaged acreage by the established price per pound.

(4) Where damaged acreage is not used for any other purpose or the crop thereon is not abandoned or destroyed after the Commission has consented thereto, the amount of loss calculated under subparagraph 3 shall not be taken into account in the final adjustment of loss.

STAGE 3

15.—(1) Stage 3 applies to seeded acreage with respect to which harvesting has been completed.

(2) Where the actual production of the harvested acreage is less than the guaranteed production for such acreage, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total seeded acreage shall be calculated by multiplying the difference between the guaranteed production and the actual production by the established price per pound.

FINAL ADJUSTMENT OF LOSS FOR TOTAL SEEDED ACREAGE

16. The indemnity payable with respect to the total seeded acreage in the final adjustment of loss shall be the sum of all Stage 1, Stage 2 and Stage 3 loss calculations applicable to such acreage, but where the actual production of any harvested acreage exceeds the guaranteed production of such acreage, the indemnity otherwise payable shall be reduced by the amount obtained by multiplying such excess by the established price per pound.

INCORRECT ACREAGE IN FINAL ACREAGE REPORT

17.—(1) Where there is a discrepancy between the actual seeded acreage of oats, barley, or mixed grain and the acreage declared on the final acreage report, the total guaranteed production shall be recalculated by the Commission on the basis of the actual acreage of the specific crop of oats, barley, or mixed grain.

- (2) Where the recalculated guaranteed production under subparagraph 1,
- (a) exceeds the original total guaranteed production, the guaranteed production per acre of the insured crops shall be reduced proportionately and there shall be no increase in the total guaranteed production or the maximum amount of indemnity; or
  - (b) is less than the original total guaranteed production, the total guaranteed production and the maximum amount of indemnity shall be reduced accordingly and no refund of premium or part thereof shall be made.

IN WITNESS WHEREOF The Crop Insurance Commission of Ontario has caused this endorsement to be signed by its general manager but the same shall not be binding upon the Commission until countersigned by a duly authorized representative thereof.

Countersigned and dated at....., this.....day of....., 19.....

..... Duly Authorized Representative	..... General Manager
O. Reg. 200/67, Form 2; O. Reg. 149/69, s. 11.	

Form 3

The Crop Insurance Act (Ontario)

FINAL ACREAGE REPORT FOR SPRING GRAIN

(Oats, Barley, Mixed Grain)

1. Insured person.....  
(name)  
.....  
(address)..... (phone no.)
2. Crop Insurance Contract No.....
3. Crop year covered by this report: 19.....
4. Date on which seeding of spring grain was completed: ....., 19....
5. State the varieties of seed used: Oats..... Barley.....
6. Coverage in force is.....per cent of the average farm yield in pounds of the total acreage seeded to spring grain.



7. Average farm yield is.....bushels per acre for Oats,.....bushels per acre for Barley, and.....bushels per acre for Mixed Grain.
8. I hereby assign.....per cent of my right to indemnity under this contract in respect of the crop described hereunder to.....  
(name)  
.....  
(address)
9. The insured person is engaged full time in farming..... If "No", explain:.....  
"Yes" or "No"  
.....  
.....
10. Crop will be harvested by: own equipment..... shared equipment..... custom operator.....
11. Details of acreage seeded to spring grain (a diagram of each farm on which the insured crop is grown must be attached to this report):

Farm No.	Crop	No. of Acres	Soil Type	Manure Applied No. of Acres	Fertilizer Applied		No. of Acres Systematically Tile-Drained	Distance Between Drains	When was Acreage Plowed?	Previous Crop Produced
					Pounds Per Acre	Grade				

12. The fertilizer referred to above in paragraph 11 was applied in accordance with soil test recommendation(s):.....  
"Yes" or "No"
13. Chemical weed control applied or to be applied:.....  
"Yes" or "No"
14. The acreage set out in paragraph 11 is the total acreage seeded to spring grain by the insured person.....
15. The premium (less premium deposit, if any) accompanies this report.
16. At this date the crop has suffered no damage, except as follows:.....  
.....

Dated at....., this.....day of....., 19....  
.....  
(signature of insured person)  
.....  
(title of official signing for a corporation)



## REGULATION 152

### under The Crop Insurance Act (Ontario)

#### CROP INSURANCE PLAN — SWEET CORN

1. The plan in the Schedule is established for the insurance within Ontario of sweet corn. O. Reg. 207/70, s. 1.

#### Schedule

##### *The Crop Insurance Act (Ontario)*

#### PLAN

1. This plan may be cited as "The Ontario Crop Insurance Plan for Sweet Corn".

2. The purpose of this plan is to provide for insurance against a loss in the production of sweet corn resulting from one or more of the perils designated in section 4.

#### INTERPRETATION

3. In this plan,

(a) "average farm yield" means the average of previous yields of the planted acreage computed by the Commission on the basis of acreage production records of the insured person or such other basis as the Commission determines;

(b) "processor" means a processor of sweet corn who is subject to the provisions of *The Farm Products Marketing Act* and the regulations made thereunder and any annual agreement for marketing of sweet corn for processing;

(c) "sweet corn" means sweet corn produced in Ontario,

(i) for processing under a contract between a grower and a processor, and

(ii) on acreage specified in such contract;

(d) "ton" means 2,000 pounds.

#### DESIGNATION OF PERILS

4. The following are designated as perils for the purpose of this plan:

1. Drought.

2. Excessive moisture.

3. Excessive rainfall.

4. Flood.

5. Frost.

6. Hail.

7. Insect infestation.

8. Plant disease.

9. Wild life.

10. Wind.

11. Any adverse weather condition.

#### DESIGNATION OF CROP YEAR

5. The crop year for sweet corn is the period from the 1st day of March in any year to the 15th day of October next following.

#### CONTRACT OF INSURANCE

6. For the purpose of this plan, the entire contract of insurance for sweet corn shall be deemed to be comprised of,

(a) the contract of insurance in Form 1;

(b) the application for insurance in Form 2;

(c) the contract acreage report for the crop year in Form 3; and

(d) an amendment to any document referred to in clause a, b or c agreed upon in writing.

7. An application for insurance shall,

(a) be in Form 2; and

(b) be filed with the Commission not later than the 10th day of May in the crop year in respect of which it is made.

#### DURATION OF CONTRACT

8. A contract of insurance shall be in force for the crop year in respect of which it is made unless it is terminated in accordance with the regulations.

## COVERAGE

9.—(1) The coverage provided in the crop year under a contract of insurance shall be selected by the insured person at the time of his application for insurance and shall be,

- (a) 50 per cent; or
- (b) 70 per cent,

of the average farm yield in tons, as computed by the Commission, of the acreage planted to sweet corn by the insured person in accordance with the regulations.

(2) The number of tons determined under subsection 1 constitutes the total guaranteed production under a contract of insurance.

10. The maximum amount for which the Commission is liable for a loss in production under a contract of insurance shall be the amount obtained by multiplying the total guaranteed production determined under section 9 by the established price per ton determined under section 11.

11. The established price for sweet corn shall be determined by the Commission in each crop year on the basis of the grower-processor marketing agreement.

## PREMIUM

12.—(1) The premium payable by an insured person in respect of acreage under contract to a processor in a class designated in column 1 of Table 1 for each \$100 of liability determined under section 10 is the amount set opposite the class,

- (a) in column 2 where the percentage selected under section 9 is 50 per cent; and
- (b) in column 3 where the percentage selected under section 9 is 70 per cent.

(2) Notwithstanding any authorization by an insured person in his application for insurance, the payment of the premium in respect of the contract of insurance is the responsibility of the insured person and such premium shall be paid in any event not later than the 15th day of October in the crop year.

(3) The premium prescribed by subsection 1 is in addition to such payments in respect of a premium as may be made by,

- (a) the Government of Canada under the *Crop Insurance Act* (Canada); and
- (b) the Treasurer of Ontario under subsection 2 of section 7 of the Act.

## CONTRACT ACREAGE REPORTS

13.—(1) The Commission shall prepare a contract acreage report in Form 3 for each insured person in each crop year and shall send a copy of the contract acreage report to the insured person by registered mail.

(2) The insured person shall be deemed to have accepted the contract acreage report unless, within ten days from the mailing thereof by the Commission, the insured person notifies the Commission in writing that he rejects the report and in such case he shall state the reasons therefor.

(3) Where the Commission receives notice under subsection 2, it shall,

- (a) revise the contract acreage report in any or all respects and adjust the premium accordingly and, in such case, shall forthwith notify the insured person in writing by registered mail of such revision and adjustment; or
- (b) notify the insured person in writing by registered mail that no contract of insurance applies for the crop year and shall refund any premium paid in respect of that crop year.

(4) The insured person shall be deemed to have agreed with the revision of the contract acreage report and adjustment of premium made by the Commission under clause a of subsection 3 unless, within ten days from the mailing of the notification by the Commission, he notifies the Commission in writing that he rejects such revision and adjustment.

(5) Where the Commission receives notice under subsection 4, it shall notify the insured person in writing by registered mail that no contract of insurance applies for the crop year and shall refund any premium paid in respect of that crop year.

(6) A contract acreage report prepared under subsection 1 or revised under subsection 3 shall, failing notice under subsection 2 or 4, as the case may be, constitute the contract acreage report for the crop year.

## FINAL DATE FOR PLANTING

14. For the purposes of this plan, the final date for planting sweet corn in a crop year is the 1st day of July or such other date as may be determined from time to time by the Commission.

## FINAL DATE FOR HARVESTING

15. For the purposes of this plan, the final date for harvesting sweet corn in a crop year is the 15th day of October or such other date as may be determined from time to time by the Commission. O. Reg. 207/70, Sched.



TABLE 1

COLUMN 1	COLUMN 2	COLUMN 3
Class	50%	70%
1	\$1.50	\$ 3.00
2	\$1.80	\$ 3.40
3	\$2.10	\$ 3.60
4	\$2.30	\$ 4.60
5	\$2.70	\$ 5.50
6	\$3.20	\$ 5.90
7	\$4.20	\$ 7.30
8	\$5.50	\$ 8.20
9	\$9.80	\$13.20

O. Reg. 207/70, Table 1.

Form 1

*The Crop Insurance Act (Ontario)*

CONTRACT OF INSURANCE

Between:

The Crop Insurance Commission of Ontario,  
hereinafter referred to as "THE COMMISSION",

OF THE FIRST PART

— and —

.....  
of the.....of.....  
in the County (or as the case may be)  
of....., hereinafter referred to as  
"THE INSURED PERSON",

OF THE SECOND PART

WHEREAS the insured person has applied for crop insurance on sweet corn under The Ontario Crop Insurance Plan for Sweet Corn, hereinafter referred to as "the plan";

NOW THEREFORE, subject to *The Crop Insurance Act (Ontario)*; and the regulations made thereunder, where in a crop year the insured person suffers a loss in the production of sweet corn resulting from one or more of the perils designated in the plan, the Commission, subject to the terms and conditions hereinafter set forth, agrees to indemnify the insured person in respect of such loss.

TERMS AND CONDITIONS

INSURED CROP

1. In this contract, "insured crop" means sweet corn produced in Ontario,
- (a) for processing under a contract between a grower and a processor; and
- (b) on acreage specified in such contract.

CAUSES OF LOSS INSURED AGAINST

2. This contract insures against a loss in the production of the insured crop resulting from drought, excessive moisture, excessive rainfall, flood, frost, hail, insect infestation, plant disease, wild life, wind or any adverse weather condition.

CAUSES OF LOSS NOT INSURED AGAINST

3. This contract does not insure against, and no indemnity shall be paid in respect of a loss in the production of the insured crop resulting from,
- (a) the negligence, misconduct or poor farming practices of the insured person or his agents or employees;
- (b) a shortage of labour or machinery;
- (c) insect infestation or plant disease unless recommended spray programs were followed; or
- (d) a peril other than the perils designated in the plan.



## DURATION OF INSURANCE

4. This contract is in force for the crop year in respect of which it is made unless it is terminated in accordance with the regulations.

## EXTENT OF INSURANCE

5.—(1) The insured person shall offer for insurance all acreage planted in the crop year to the insured crop on the farm or farms operated by him in Ontario, and subject to subparagraph 2, this contract applies to all such acreage under contract to the processor named in the application for insurance herein.

(2) This contract does not apply to, and no indemnity is payable in respect of, acreage planted to the insured crop,

- (a) that was not adequately prepared for cropping purposes;
- (b) that was planted after the final date prescribed for planting in the plan;
- (c) that, in the opinion of the Commission, is not insurable;
- (d) for which a contract between the insured person and the processor is not in effect; or
- (e) on which the insured crop is a volunteer crop.

## COVERAGE

6. The coverage provided by this contract is the percentage, as selected by the insured person in his application, of the average farm yield in tons, as computed by the Commission, of the total acreage planted to the insured crop in accordance with the plan.

## TOTAL GUARANTEED PRODUCTION

7. The number of tons determined in accordance with paragraph 6 is the total guaranteed production of the insured crop for the crop year.

## INDEMNITY

8. The maximum indemnity payable for a loss in production of the insured crop for the crop year is the amount obtained by multiplying the total guaranteed production by the price per ton established in the plan.

## PREMIUM

9. The amount of the premium payable by the insured person for acreage planted to the insured crop for the crop year shall be determined and paid in accordance with the plan.

## CONTRACT ACREAGE REPORT

10. Subject to the provisions of the plan, the contract acreage report prepared by the Commission is binding on the insured person.

## CROP YEAR

11. The crop year for the insured crop is the period from the 1st day of March to the 15th day of October next following.

## FINAL DATE FOR PLANTING

12. The final date in the crop year for planting the insured crop is the 1st day of July or such other date as may be determined from time to time by the Commission.

## VARIATION IN PLANTED ACREAGE

13.—(1) Where the acreage planted by the insured person in the crop year is not the same as the acreage stated in the contract acreage report the insured person shall, not later than the 15th day of July or such other date as may be determined by the Commission, notify the Commission in writing of the actual acreage planted.

(2) Where the actual planted acreage of the insured crop is less than the acreage stated in the contract acreage report, the total guaranteed production and the maximum amount of indemnity shall be reduced proportionately and, unless notice was given in accordance with subparagraph 1, no refund of premium or part thereof shall be made.

(3) Where the actual planted acreage of the insured crop is more than the acreage stated in the contract acreage report, unless the processor increases the contract acreage accordingly, the total guaranteed production, the maximum amount of indemnity and the premium payable shall not be increased but the production from the total planted acreage shall be included in establishing the production of the insured person.

## HARVESTING OF PLANTED ACREAGE

14.—(1) All acreage planted to the insured crop in the crop year shall be harvested as sweet corn for processing unless the Commission, upon application therefor in writing, consents in writing to,

- (a) the use of the planted acreage or any part thereof for another purpose; or
- (b) the abandonment or destruction of the insured crop or any part thereof.

(2) The final date for the harvesting referred to in subparagraph 1 is the 15th day of October or such other date as may be determined from time to time by the Commission.

(3) Where the harvesting of any planted acreage is not completed on the date prescribed by subparagraph 2, the insured person shall forthwith notify the Commission in writing.

(4) Where an insured person fails to notify the Commission in accordance with subparagraph 3, no indemnity shall be paid in respect of the unharvested acreage.

#### MISREPRESENTATION, VIOLATION OF CONDITIONS OR FRAUD

15. Where the insured person,

- (a) in his application for insurance,
  - (i) gives false particulars of the insured crop to the prejudice of the Commission, or
  - (ii) knowingly misrepresents or fails to disclose any fact required to be stated therein;
- (b) contravenes a term or condition of the contract of insurance;
- (c) commits a fraud in respect of the insured crop; or
- (d) wilfully makes a false statement in respect of a claim under the contract of insurance,

a claim by the insured person is invalid and his right to recover indemnity is forfeited.

#### WAIVER OR ALTERATION

16. No term or condition of this contract shall be deemed to be waived or altered in whole or in part by the Commission unless the waiver or alteration is clearly expressed in writing signed by the Commission or a representative authorized for that purpose by the Commission.

#### INTEREST OF OTHER PERSONS

17. Notwithstanding that a person other than the insured person holds an interest of any kind in the insured crop, for the purposes of this contract,

- (a) the interest of the insured person in the insured crop is deemed to be the full value of the total guaranteed production; and
- (b) except as provided in paragraph 18, no indemnity shall be paid to any person other than the insured person.

#### ASSIGNMENT OF RIGHT TO INDEMNITY

18. The insured person may assign all or part of his right to indemnity under this contract in respect of the insured crop but an assignment is not binding on the Commission and no payment of indemnity shall be made to an assignee unless,

- (a) the assignment is made on a form provided by the Commission; and
- (b) the Commission consents thereto in writing.

#### EVALUATION OF LOSS

19.—(1) The amount of loss that shall be taken into account in the final adjustment of loss in respect of the total planted acreage shall be calculated by multiplying the difference between the guaranteed production and the actual production by the established price per ton.

(2) For the purpose of subparagraph 1, actual production shall include,

- (a) production delivered to and accepted by a processor;
- (b) production delivered to and rejected by a processor unless the rejection resulted from a cause of loss designated in paragraph 2;
- (c) production harvested but not delivered to a processor; and
- (d) potential production of wholly or partially unharvested acreage unless the failure to harvest resulted from a cause of loss designated in paragraph 2.

#### NOTICE OF LOSS OR DAMAGE

20.—(1) Where loss or damage to the insured crop results from one or more of the perils insured against and the insured person intends to abandon or destroy the insured crop, or to replant or use the planted acreage for another purpose, the insured person shall notify the Commission in writing of such intention and shall take no further action without the consent in writing of the Commission.

(2) Where loss or damage to the insured crop results from one or more of the perils insured against and the damage was occasioned at a readily ascertainable time, the insured person shall notify the Commission in writing within twenty-four hours of such time.

(3) Where loss or damage to the insured crop results from one or more of the perils insured against and it appears, or ought reasonably to appear, to the insured person at any time after planting and before the completion of harvesting of the insured crop that the potential production of the insured



crop is less than the total guaranteed production, the insured person shall, as soon as the loss or damage is apparent, notify the Commission in writing forthwith.

(4) Notwithstanding any notice given by the insured person under this paragraph, where on completion of harvesting of the insured crop,

(a) the actual production is less than the total guaranteed production; and

(b) the loss resulted from one or more of the perils insured against,

the insured person shall notify the Commission in writing forthwith.

#### NOTICE OF BY-PASSING

21. Where acreage is by-passed by the processor, the insured person shall notify the Commission in writing within twenty-four hours.

#### ABANDONMENT, DESTRUCTION OR ALTERNATE USE

22.—(1) Acreage planted to the insured crop shall not be put to another use and the insured crop shall not be abandoned or destroyed until the Commission has appraised the potential production of the acreage.

(2) An appraisal made under subparagraph 1 shall not be taken into account in the final adjustment of loss where the insured person harvests the appraised acreage.

#### ADJUSTMENT OF LOSS

23.—(1) The indemnity payable for loss or damage to the insured crop shall be determined in the manner prescribed by this contract.

(2) The Commission may cause the production of the insured crop to be appraised by any method that it considers proper.

(3) No indemnity shall be paid for a loss in respect of the insured crop unless the insured person establishes,

(a) the actual production obtained from the insured crop for the crop year; and

(b) that the loss in production or part thereof resulted directly from one or more of the perils insured against.

(4) Where a loss in production resulted partly from a peril insured against and partly from a cause of loss not insured against, the Commission shall determine the amount of the loss that resulted from the cause of loss not insured against, and the indemnity payable by the Commission under this contract shall be reduced accordingly.

#### PROOF OF LOSS

24.—(1) A claim for indemnity in respect of the insured crop shall be made on a proof of loss form provided by the Commission and shall be filed with the Commission not later than sixty days after,

(a) the completion of harvesting of the insured crop; or

(b) the end of the crop year,

whichever is the earlier.

(2) Subject to subparagraph 3, a claim for indemnity shall be made by the insured person.

(3) A claim for indemnity may be made,

(a) in the case of the absence or inability of the insured person, by his agent; or

(b) in the case of the absence or inability of the insured person or on his failure or refusal to do so, by an assignee under an assignment made in accordance with paragraph 18.

(4) Where required by the Commission, the information given in a proof of loss form shall be verified by statutory declaration.

#### ARBITRATION

25. Where the Commission and the insured person fail to resolve any dispute respecting the adjustment of a loss under this contract, the matter shall be determined by arbitration in accordance with the regulations.

#### TIME FOR PAYMENT OF INDEMNITY

26.—(1) No indemnity under this contract becomes due and payable until,

(a) the end of the crop year; and

(b) the premium has been paid in full.

(2) Where the indemnity payable by the Commission under this contract is established by the filing of a proof of loss form or by an award of an arbitrator or board of arbitration, it shall be paid within sixty days of the receipt by the Commission of the proof of loss form or award, as the case may be.

(3) Nothing in this paragraph prevents the Commission from paying indemnity under this contract at an earlier date.



SUBROGATION

27. Where the Commission has paid a claim under this contract, the Commission is subrogated to the extent thereof to all rights of recovery of the insured person against any person and may bring action in the name of the insured person to enforce those rights.

RIGHT OF ENTRY

28. The Commission has a right of entry to the premises of the insured person that may be exercised by agents of the Commission at any reasonable time or times for any purpose related to the contract of insurance.

29.—(1) Any written notice to the Commission shall be given by delivery thereof or by sending it by mail to the Commission.

(2) Written notice to the insured person shall be given by delivery thereof or by sending it by mail addressed to him at his last post office address on file with the Commission.

IN WITNESS WHEREOF The Crop Insurance Commission of Ontario has caused this contract of insurance to be signed by its general manager but the same shall not be binding upon the Commission until countersigned by a duly authorized representative thereof.

Countersigned and dated at....., this  
.....day of....., 19....

.....  
Duly Authorized                      General Manager  
Representative

O. Reg. 207/70, Form 1.

Form 2

*The Crop Insurance Act (Ontario)*

APPLICATION FOR CROP INSURANCE

SWEET CORN GROWN UNDER CONTRACT FOR PROCESSING

To: The Crop Insurance Commission of Ontario

.....  
(name of person, corporation or partnership, and if partnership, names of all partners)

.....  
(address) (telephone no.)

applies for crop insurance on Sweet Corn (for processing) under *The Crop Insurance Act (Ontario)* and the regulations and in support of this application the following facts are stated:

1. The applicant is the owner-operator or tenant-operator of the farm or farms described in paragraph 3.
2. A Grower's Contract for the.....crop year is in effect with  
Name of Processor: .....  
Plant Address: .....
3. Description of farm or farms and acreage contracted:

No. of Acres Contracted	Lot	Concession	Township	County, etc.	Owner or Tenant

4. Coverage applied for is ☐ 50% or ☐ 70% of average farm yield.
5. The premium payable in respect of this application shall be paid as follows:
- (1) The applicant hereby authorizes the processor named above to deduct the required premium from moneys owing by the processor named above to the applicant for harvested production; or ☐
- (2) The applicant hereby agrees to pay to the Commission the premium in full upon demand. ☐

NOTWITHSTANDING any authorization to the contrary, the payment of premium is the responsibility of the applicant and must be paid in any event, not later than October 15th next following the date of this application.

Dated at....., this.....day of....., 19....

.....  
(signature of applicant)

The processor named above hereby undertakes to deduct the premium pursuant to paragraph 5 (1) above and to thereupon remit such premium forthwith to The Crop Insurance Commission of Ontario.

.....  
(signature of agent authorized by processor)

ASSIGNMENT OF INDEMNITY

Subject to any deduction in respect of premium, I hereby assign to the above mentioned processor all moneys payable to the Commission as a result of loss, up to an amount equal to my total indebtedness to the processor, which was incurred with my written approval for the growing of this crop, and authorize that all moneys payable by the Commission be paid jointly to the processor and myself.

.....  
(witness)

.....  
(signature of applicant)

O. Reg. 207/70, Form 2.

Form 3

*The Crop Insurance Act (Ontario)*

CONTRACT ACREAGE REPORT FOR SWEET CORN

1. Name.....  
Address .....
2. Crop Insurance Contract Number for Sweet Corn is .....
3. Coverage in force for the crop year 19.... is.....% of the average farm yield in tons of the total acreage of sweet corn grown under contract.
4. Average farm yield as determined by the Commission is.....tons per acre.
5. Coverage and premium:

Average Farm Yield (tons per acre)	% Coverage	Guaranteed Production			Total Tons
		Per Acre (Tons)	Contract Acres		
Total Guaranteed Production	Established Price Per Ton	Amount of Insurance*	Processor Class	Rate Per \$100 Insurance	Total Premium

\*For premium calculation only.

This contract acreage report is deemed to be accepted, in all respects, unless the insured person notifies the Commission to the contrary within ten (10) days of the mailing of this report.

Dated at Toronto, this ..... day of ....., 19....

THE CROP INSURANCE COMMISSION OF ONTARIO:

.....  
Duly Authorized Representative

.....  
General Manager



## REGULATION 153

### under The Crop Insurance Act (Ontario)

#### CROP INSURANCE PLAN—TOMATOES

1. The plan in the Schedule is established for the insurance within Ontario of tomatoes. O. Reg. 171/69, s. 1.

#### Schedule

#### *The Crop Insurance Act (Ontario)*

#### PLAN

1. This plan may be cited as "The Ontario Crop Insurance Plan for Tomatoes".

2. The purpose of this plan is to provide for insurance against a loss in the production of tomatoes resulting from one or more of the perils designated in section 4.

#### INTERPRETATION

3. In this plan,

- (a) "area" means an area designated in column 1 of Table 1;
- (b) "average farm yield" means the average of previous yields of the planted acreage computed by the Commission on the basis of acreage production records of the insured person or on such other basis as the Commission determines;
- (c) "processor" means a processor of tomatoes who is subject to the provisions of *The Farm Products Marketing Act* and the regulations made thereunder and any annual agreement for marketing of tomatoes for processing;
- (d) "tomatoes" means tomatoes produced in Ontario,
  - (i) for processing under a contract between a grower and a processor, and
  - (ii) on acreage specified in such contract;
- (e) "ton" means 2,000 pounds.

#### DESIGNATION OF PERILS

4. The following are designated as perils for the purpose of this plan:

- 1. Abnormally cool weather.
- 2. Drought.
- 3. Excessive rainfall.
- 4. Flood.
- 5. Frost.
- 6. Hail.
- 7. Insect infestation.
- 8. Plant disease.
- 9. Sunscald.
- 10. Wind.

#### DESIGNATION OF CROP YEAR

5. The crop year for tomatoes is the period from the 1st day of March in any year to the 20th day of October next following.

#### CONTRACT OF INSURANCE

6. For the purpose of this plan, the entire contract of insurance for tomatoes shall be deemed to be comprised of:

- (a) the contract of insurance in Form 1;
  - (b) the application for insurance in Form 2;
  - (c) the contract acreage report for the crop year in Form 3; and
  - (d) an amendment to any document referred to in clause *a*, *b* or *c* agreed upon in writing.
7. An application for insurance shall,
- (a) be in Form 2; and
  - (b) be filed with the Commission not later than the 1st day of May in the crop year in respect of which it is made.

#### DURATION OF CONTRACT

8.—(1) A contract of insurance shall be in force for the crop year in respect of which it is made unless it is terminated in accordance with the regulations.

(2) Notwithstanding subsection 1, the contract does not insure against and no indemnity shall be paid in respect of any loss or damage which occurs prior to the insurance commencement date designated in column 4 of Table 1 in respect of the Area in which the insured acreage is situate.

#### COVERAGE

9.—(1) The coverage provided in the crop year under a contract of insurance shall be selected by the insured person at the time of his application for insurance and shall be,

(a) 50 per cent; or

(b) 70 per cent,

of the average farm yield in tons, as computed by the Commission, of the acreage planted to tomatoes by the insured person in accordance with the regulations.

(2) The number of tons determined under subsection 1 constitutes the total guaranteed production under a contract of insurance.

10. The maximum amount for which the Commission is liable for a loss in production under a contract of insurance shall be the amount obtained by multiplying the total guaranteed production determined under section 9 by the established price per ton prescribed in section 11.

11. For the purposes of this plan, the established price for tomatoes is \$20 per ton.

#### PREMIUMS

12.—(1) The premium payable by an insured person in respect of acreage located in an Area designated in column 1 of Table 1 for each \$100 of liability determined under section 10 is the amount set opposite the Area,

(a) in column 2 where the percentage selected under section 9 is 50 per cent; and

(b) in column 3 where the percentage selected under section 9 is 70 per cent.

(2) Notwithstanding any authorization by an insured person in his application for insurance, the payment of the premium due in respect of the contract of insurance is the liability of the insured person and such premium shall be paid in any event not later than November 15th next following the expiration of the crop year.

(3) The premium prescribed by subsection 1 is in addition to such payments in respect of a premium as may be made by,

(a) the Government of Canada under the *Crop Insurance Act* (Canada); and

(b) the Treasurer of Ontario under subsection 2 of section 7 of the Act.

#### CONTRACT ACREAGE REPORTS

13.—(1) The Commission shall prepare a contract acreage report in Form 3 for each insured person in each crop year and shall send a copy of the contract acreage report to the insured person by registered mail.

(2) The insured person shall be deemed to have accepted the contract acreage report unless, within ten days from the mailing thereof by the Commission, the insured person notifies the Commission in writing that he rejects the report and in such case he shall state the reasons therefor.

(3) Where the Commission receives notice under subsection 2, it shall,

(a) revise the contract acreage report in any or all respects and adjust the premium accordingly and, in such case, shall forthwith notify the insured person in writing by registered mail of such revision and adjustment; or

(b) notify the insured person in writing by registered mail that the contract of insurance does not apply for the crop year and shall refund any premium paid in respect of that crop year.

(4) The insured person shall be deemed to have agreed with the revision of the contract acreage report and adjustment of premium made by the Commission under clause a of subsection 3 unless, within ten days from the mailing of the notification by the Commission, he notifies the Commission in writing that he rejects such revision and adjustment.

(5) Where the Commission receives notice under subsection 4, it shall notify the insured person in writing by registered mail that the contract of insurance does not apply for the crop year and shall refund any premium paid in respect of that crop year.

(6) A contract acreage report prepared under subsection 1 or revised under subsection 3 shall, failing notice under subsection 2 or 4, as the case may be, constitute the contract acreage report for the crop year.

#### FINAL DATE FOR PLANTING

14. For the purposes of this plan, the final date for planting tomatoes in a crop year is the 10th day of June or such other date as may be determined from time to time by the Commission.

#### FINAL DATE FOR HARVESTING

15. For the purposes of this plan, the final date for harvesting tomatoes in a crop year is the 20th day of October or such other date as may be determined from time to time by the Commission.



TABLE

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Area	50%	70%	Insurance Commencement Date
Western Area consisting of the counties of Essex, Kent, and Lambton.....	\$5.20	\$6	Noon Eastern Standard Time May 8th
Central Area consisting of that part of Ontario lying west of that part of the King's Highway known as No.11, except the counties of Essex, Kent, and Lambton.....	\$7.30	\$8	Noon Eastern Standard Time May 11th
Eastern Area consisting of that part of Ontario lying east of that part of the King's Highway known as No. 11....	\$8.80	\$9.50	Noon Eastern Standard Time May 15th

O. Reg. 171/69, Sched. amended.

Form 1

*The Crop Insurance Act (Ontario)*

CONTRACT OF INSURANCE

BETWEEN:

The Crop Insurance Commission of Ontario, hereinafter referred to as "THE COMMISSION",

OF THE FIRST PART;

—and—

.....  
of the.....of.....  
in the County (or as the case may be) of....., hereinafter referred to as "THE INSURED PERSON",

OF THE SECOND PART,

WHEREAS the insured person has applied for crop insurance on tomatoes under The Ontario

Crop Insurance Plan for Tomatoes, hereinafter referred to as "the plan";

NOW THEREFORE, subject to *The Crop Insurance Act (Ontario)* and the regulations made there-under, where in a crop year the insured person suffers a loss in the production of tomatoes resulting from one or more of the perils designated in the plan, the Commission, subject to the terms and conditions hereinafter set forth, agrees to indemnify the insured person in respect of such loss.

TERMS AND CONDITIONS

INSURED CROP

1. In this contract "insured crop" means tomatoes produced in Ontario,
- (a) for processing under a contract between a grower and a processor; and
  - (b) on acreage specified in such contract.

CAUSES OF LOSS INSURED AGAINST

2. This contract insures against a loss in the production of the insured crop in the crop year resulting from abnormally cool weather, drought, excessive rainfall, flood, frost, hail, insect infestation, plant disease, sunscald or wind.



## CAUSES OF LOSS NOT INSURED AGAINST

3. This contract does not insure against, and no indemnity shall be paid in respect of a loss in production of the insured crop resulting from,

- (a) the negligence, misconduct or poor farming practices of the insured person or his agents or employees;
- (b) a shortage of labour or machinery;
- (c) insect infestation or plant disease unless recommended spray programs were used; or
- (d) a peril other than the perils designated in the plan.

## DURATION OF INSURANCE

4.—(1) Subject to subparagraph 2, this contract is in force for the crop year in respect of which it is made unless it is terminated in accordance with the regulations.

(2) The insurance commencement date for this contract is the date prescribed in the plan in respect of the Area in which the insured acreage is situate.

## EXTENT OF INSURANCE

5.—(1) The insured person shall offer for insurance all acreage planted in the crop year to the insured crop on the farm or farms operated by him in Ontario, and, subject to subparagraph 2, this contract applies to all such acreage.

(2) This contract does not apply to, and no indemnity is payable in respect of, acreage planted to the insured crop,

- (a) that was not adequately prepared for cropping purposes;
- (b) that was planted after the final date prescribed for planting in the plan;
- (c) that, in the opinion of the Commission, is not insurable;
- (d) for which a contract between the insured person and a processor is not in effect; or
- (e) on which the insured crop is a volunteer crop.

## COVERAGE

6. The coverage provided by this contract is the percentage, as selected by the insured person in his application, of the average farm yield in tons, as computed by the Commission, of the total acreage planted to the insured crop in accordance with the plan.

## TOTAL GUARANTEED PRODUCTION

7. The number of tons determined in accordance with paragraph 6 is the total guaranteed production of the insured crop for the crop year.

## INDEMNITY

8. The maximum indemnity payable for a loss in production of the insured crop for the crop year is the amount obtained by multiplying the total guaranteed production by the price per ton established in the plan.

## PREMIUM

9. The amount of the premium payable by the insured person for acreage planted to the insured crop for the crop year shall be determined and paid in accordance with the plan.

## CONTRACT ACREAGE REPORT

10. Subject to the provisions of the plan, the contract acreage report prepared by the Commission is binding on the insured person.

## CROP YEAR

11. The crop year for the insured crop is the period from the 1st day of March to the 20th day of October next following.

## FINAL DATE FOR PLANTING

12. The final date in the crop year for planting the insured crop is the 10th day of June or such other date as may be determined from time to time by the Commission.

## VARIATION IN PLANTED ACREAGE

13.—(1) Where the acreage planted by the insured person in the crop year is not the same as the acreage stated in the contract acreage report, the insured person shall, not later than the 10th day of August, notify the Commission in writing of the actual acreage planted.

(2) Where the actual planted acreage of the insured crop is less than the acreage stated in the contract acreage report, the total guaranteed production and the maximum amount of indemnity shall be reduced proportionately and, unless notice was given in accordance with subparagraph 1, no refund of premium or part thereof shall be made.

(3) Where the actual planted acreage of the insured crop is more than the acreage stated in the contract acreage report, unless the processor increases the contract acreage accordingly, the total guaranteed production, the maximum amount of indemnity and the premium payable shall not be increased but the production from the total planted acreage shall be included in establishing the production of the insured person.

## HARVESTING OF PLANTED ACREAGE

14.—(1) All acreage planted to the insured crop in the crop year shall be harvested as tomatoes for processing unless the Commission, upon application therefor in writing, consents in writing to,

- (a) the use of the planted acreage or any part thereof for another purpose; or
- (b) the abandonment or destruction of the insured crop or any part thereof.

(2) The final date for the harvesting referred to in subparagraph 1 is the 20th day of October or such other date as may be determined from time to time by the Commission.

(3) Where the harvesting of any planted acreage is not completed on the date prescribed by subparagraph 2, the insured person shall forthwith notify the Commission in writing.

(4) Where an insured person fails to notify the Commission in accordance with subparagraph 3, no indemnity shall be paid in respect of the unharvested acreage.

## EVALUATION OF LOSS

15. For the purpose of determining the loss in production of the insured crop in the crop year and the indemnity payable therefor, the value of the crop shall progress through the stages prescribed in paragraphs 16, 17 and 18.

## STAGE 1

16.—(1) Stage 1 comprises the period from the insurance commencement date prescribed by the plan for the Area in which the insured acreage is situate to and including the 10th day of June in the crop year.

(2) Where loss or damage occurs in Stage 1, the Commission upon application therefor in writing by the insured person may consent in writing to,

- (a) one replanting of the damaged acreage and, in such case, the replanting shall be completed not later than the 10th day of June in the crop year; or
- (b) the use of the damaged acreage for any other purpose or to the abandonment or destruction of the insured crop on such damaged acreage and, in such case, the Commission shall determine the number of damaged acres and the potential production thereof.

(3) Where the damaged acreage is replanted to the insured crop in accordance with clause *a* of subparagraph 2, the contract of insurance shall continue to apply to such replanted acreage and the Commission shall pay a supplementary benefit to the insured person in an amount equal to the actual cost of the plants that are used in the replanting but not exceeding the lesser of,

- (a) the cost of the original plants in respect of the replanted acreage; or
- (b) an amount calculated at the rate of \$55 for each replanted acre.

(4) The replanting referred to in this paragraph shall be carried out by machine, but where,

- (a) the area or areas replanted comprise one acre or more; or
- (b) 5,000 or more plants are replanted,

the replanting may be carried out by hand.

(5) Where the damaged acreage is used for any other purpose or the insured crop is abandoned or destroyed in accordance with clause *b* of subparagraph 2, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total planted acreage shall be calculated by multiplying,

- (a) 30 per cent of the guaranteed production for the damaged acreage; or
- (b) the difference between the guaranteed production and the potential production determined under clause *b* of subparagraph 2 for the damaged acreage,

whichever is the lesser, by the established price per ton.

(6) Where the damaged acreage is not used for any other purpose or the crop is not abandoned or destroyed after the Commission has consented thereto, the amount of loss calculated under subparagraph 5 shall not be taken into account in the final adjustment of loss.

(7) Notwithstanding any application made in writing by the insured person under this paragraph, the Commission may, where loss or damage occurs in Stage 1, notify the insured person in writing that it intends to terminate the insurance coverage on such damaged acreage and to calculate the amount of loss in the manner prescribed in subparagraph 5 with respect to such damaged acreage and, where notice of such intention has been given, the Commission shall calculate accordingly the amount of loss to be taken into account in the final adjustment of loss and the value of the insured crop on such damaged acreage shall not progress beyond Stage 1.



## STAGE 2

17.—(1) Stage 2 comprises the period from and including the 11th day of June to and including the 10th day of August in the crop year.

(2) Where loss or damage occurs in Stage 2, the Commission, upon application therefor in writing by the insured person, may consent in writing to the use of the damaged acreage for any other purpose or to the abandonment or destruction of the insured crop on such damaged acreage and, in such case, the Commission shall determine the number of damaged acres and the potential production thereof.

(3) Where the damaged acreage is used for any other purpose or the insured crop thereon is abandoned or destroyed in accordance with subparagraph 2, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total planted acreage shall be calculated by multiplying,

- (a) 80 per cent of the guaranteed production for the damaged acreage; or
- (b) the difference between the guaranteed production and the potential production determined under subparagraph 2 for the damaged acreage,

whichever is the lesser, by the established price per ton.

(4) Where the damaged acreage is not used for any other purpose or the crop thereon is not abandoned or destroyed after the Commission has consented thereto, the amount of loss calculated under subparagraph 3 shall not be taken into account in the final adjustment of loss,

(5) Notwithstanding any application made in writing by the insured person under this paragraph, the Commission may, where loss or damage occurs in Stage 2, notify the insured person in writing that it intends to terminate the insurance coverage on such damaged acreage and to calculate the amount of loss in the manner prescribed in subparagraph 3 with respect to such damaged acreage and, where notice of such intention has been given, the Commission shall calculate accordingly the amount of loss to be taken into account in the final adjustment of loss and the value of the insured crop on such damaged acreage shall not progress beyond Stage 2.

## STAGE 3

18.—(1) Stage 3 commences on the 11th day of August in the crop year and ends on the final date for harvesting as prescribed in accordance with the plan.

(2) Where the actual production of the insured acreage in Stage 3 is less than the guaranteed production for such acreage, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total planted acreage shall be calculated by multiplying the difference between the guaranteed production and the actual production by the established price per ton.

(3) For the purpose of subparagraph 2, actual production shall include,

- (a) production delivered to and accepted by a processor;
- (b) production delivered to and rejected by a processor unless the rejection resulted from a cause of loss designated in paragraph 2;
- (c) production harvested but not delivered to a processor; and
- (d) potential production of wholly or partially unharvested acreage unless the failure to harvest resulted from a cause of loss designated in paragraph 2.

## FINAL ADJUSTMENT OF LOSS FOR TOTAL PLANTED ACREAGE

20. The indemnity payable with respect to the total planted acreage in the final adjustment of loss shall be the sum of all Stage 1, Stage 2 and Stage 3 loss calculations applicable to such acreage, but where the actual production of any acreage, as determined under paragraph 18 exceeds the guaranteed production of such acreage, the indemnity otherwise payable shall be reduced by the amount obtained by multiplying such excess by the established price per ton.

## MISREPRESENTATION, VIOLATION OF CONDITIONS OR FRAUD

21. Where the insured person,

- (a) in his application for insurance,
  - (i) gives false particulars of the insured crop to the prejudice of the Commission, or
  - (ii) knowingly misrepresents or fails to disclose any fact required to be stated therein;
- (b) contravenes a term or condition of the contract of insurance;
- (c) commits a fraud in respect of the insured crop; or



(d) wilfully makes a false statement in respect of a claim under the contract of insurance, a claim by the insured person is invalid and his right to recover indemnity is forfeited.

#### WAIVER OR ALTERATION

22. No term or condition of this contract shall be deemed to be waived or altered in whole or in part by the Commission unless the waiver or alteration is clearly expressed in writing signed by the Commission or a representative authorized for that purpose by the Commission.

#### INTEREST OF OTHER PERSONS

23. Notwithstanding that a person other than the insured person holds an interest of any kind in the insured crop, for the purposes of this contract,

- (a) the interest of the insured person in the insured crop is deemed to be the full value of the total guaranteed production; and
- (b) except as provided in paragraph 24, no indemnity shall be paid to any person other than the insured person.

#### ASSIGNMENT OF RIGHT TO INDEMNITY

24. The insured person may assign all or part of his right to indemnity under this contract in respect of the insured crop but an assignment is not binding on the Commission and no payment of indemnity shall be made to an assignee unless,

- (a) the assignment is made on a form provided by the Commission; and
- (b) the Commission consents thereto in writing.

#### NOTICE OF LOSS OR DAMAGE

25.—(1) Where loss or damage to the insured crop results from one or more of the perils insured against and the insured person intends to abandon or destroy the insured crop, or to replant or use the planted acreage for another purpose, the insured person shall notify the Commission in writing of such intention and shall take no further action without the consent in writing of the Commission.

(2) Where loss or damage to the insured crop results from one or more of the perils insured against and the damage was occasioned at a readily ascertainable time, the insured person shall notify the Commission in writing within five days of such time.

(3) Where loss or damage to the insured crop results from one or more of the perils insured

against and it appears, or ought reasonably to appear, to the insured person at any time after planting and before the completion of harvesting of the insured crop that the potential production of the insured crop will be less than the total guaranteed production, the insured person shall, as soon as the loss or damage is apparent, notify the Commission in writing forthwith.

(4) Notwithstanding any notice given by the insured person under this paragraph, where on completion of harvesting of the insured crop,

- (a) the actual production is less than the total guaranteed production; and
- (b) the loss in production resulted from one or more of the perils insured against,

the insured person shall notify the Commission in writing within five days of completion of harvesting.

#### ABANDONMENT, DESTRUCTION OR ALTERNATE USE

26.—(1) Acreage planted to the insured crop shall not be put to another use and the insured crop shall not be abandoned or destroyed until the Commission has appraised the potential production of the acreage.

(2) An appraisal made under subparagraph 1 shall not be taken into account in the final adjustment of loss where the insured person harvests the appraised acreage.

#### ADJUSTMENT OF LOSS

27.—(1) The indemnity payable for loss or damage to the insured crop shall be determined in the manner prescribed by this contract.

(2) The Commission may cause the production of the insured crop to be appraised by any method that it considers proper.

(3) No indemnity shall be paid for a loss in respect of the insured crop unless the insured person establishes,

- (a) the actual production obtained from the insured crop for the crop year; and
- (b) that the loss in production or part thereof resulted directly from one or more of the perils insured against.

(4) Where a loss in production resulted partly from a peril insured against and partly from a cause of loss not insured against, the Commission shall determine the amount of the loss that resulted from the cause of loss not insured against, and the indemnity payable by the Commission under this contract shall be reduced accordingly.

PROOF OF LOSS

28.—(1) A claim for indemnity in respect of the insured crop shall be made on a proof of loss form provided by the Commission and shall be filed with the Commission not later than sixty days after,

- (a) the completion of harvesting of the insured crop; or
- (b) the end of the crop year,

whichever is the earlier.

(2) Subject to subparagraph 3, a claim for indemnity shall be made by the insured person.

(3) A claim for indemnity may be made,

- (a) in the case of the absence or inability of the insured person, by his agent; or
- (b) in the case of the absence or inability of the insured person or on his failure or refusal to do so, by an assignee under an assignment made in accordance with paragraph 24.

(4) Where required by the Commission, the information given in a proof of loss form shall be verified by statutory declaration:

ARBITRATION

29. Where the Commission and the insured person fail to resolve any dispute respecting the adjustment of a loss under this contract, the matter shall be determined by arbitration in accordance with the regulations.

TIME FOR PAYMENT OF INDEMNITY

30.—(1) No indemnity under this contract becomes due and payable until,

- (a) the end of the crop year; and
- (b) the premium has been paid in full.

(2) Where the indemnity payable by the Commission under this contract is established by the filing of a proof of loss form or by an award of an arbitrator or board of arbitration, it shall be paid within sixty days of the receipt by the Commission of the proof of loss form or award, as the case may be.

(3) Nothing in this paragraph prevents the Commission from paying indemnity under this contract at an earlier date.

SUBROGATION

31. Where the Commission has paid a claim under this contract, the Commission is subrogated to the extent thereof to all rights of recovery of the insured person against any person and may bring action in the name of the insured person to enforce those rights.

RIGHT OF ENTRY

32. The Commission has a right of entry to the premises of the insured person that may be exercised by agents of the Commission at any reasonable time or times for any purpose related to the contract of insurance.

NOTICE

33.—(1) Any written notice to the Commission shall be given by delivery thereof or by sending it by mail to the Commission.

(2) Written notice to the insured person shall be given by delivery thereof or by sending it by mail addressed to him at his last post office address on file with the Commission.

IN WITNESS WHEREOF The Crop Insurance Commission of Ontario has caused this contract of insurance to be signed by its general manager but the same shall not be binding upon the Commission until countersigned by a duly authorized representative thereof.

Countersigned and dated at , this

day of 19

.....

Duly Authorized RepresentativeGeneral Manager



Form 2

The Crop Insurance Act (Ontario)

APPLICATION FOR CROP INSURANCE

TOMATOES GROWN UNDER CONTRACT FOR PROCESSING\*

To: The Crop Insurance Commission of Ontario

.....  
(name of person, corporation or partnership, and if partnership, names of all partners)

.....  
(address)

.....  
(telephone no.)

applies for crop insurance on Tomatoes (for processing) under *The Crop Insurance Act (Ontario)* and the regulations and in support of this application the following facts are stated:

1. The applicant is the owner-operator or tenant-operator of the farm or farms described in paragraph 3.

2. A Grower's Contract for the 19....crop year is in effect with

Name of Processor:.....

Plant Address:.....

3. Description of farm or farms and acreage contracted:

No. of Acres Contracted	Lot	Concession	Township	County, etc	Owner or Tenant

4. For the acreage contracted above I have ordered

.....plants and have agreed to pay \$.....per thousand.

.....plants and have agreed to pay \$.....per thousand.

5. Coverage applied for is ☐ 50% or ☐ 70% of Average Farm Yield.

6. The premium payable in respect of this application shall be paid as follows:

(1) The applicant hereby authorizes the processor named above to deduct the required premium from moneys owing by the processor named above to the applicant for harvested production; or ☐



(2) The applicant hereby agrees to pay to the Commission the premium in full upon demand. ☐

NOTWITHSTANDING any authorization to the contrary, the payment of premium is the liability of the applicant and must be paid in any event not later than November 15th next following the date of this application.

Dated at....., this.....day of....., 19....

.....  
(signature of applicant)

The processor named above hereby undertakes to deduct the premium pursuant to paragraph 6 (1) above and to thereupon remit such premium forthwith to The Crop Insurance Commission of Ontario.

.....  
(signature of agent authorized by processor)

ASSIGNMENT OF INDEMNITY

Subject to any deduction in respect of premium, I hereby assign to the above-mentioned processor all moneys payable by the Commission as a result of loss, up to an amount equal to my total indebtedness to the processor, which was incurred with my written approval for the growing of this crop, and authorize that all moneys payable by the Commission be paid jointly to the processor and myself.

.....  
(witness)

.....  
(signature of applicant)

\* The Crop Insurance Commission of Ontario reserves the right to withdraw this Plan from any area or areas where participation by growers fails to reach minimum requirements.

O. Reg. 171/69, Form 2.

Form 3

*The Crop Insurance Act (Ontario)*

CONTRACT ACREAGE REPORT FOR PROCESSING TOMATOES

1. Name.....

Address.....

2. Crop Insurance Contract Number for Tomatoes is.....

3. Coverage in force for the crop year 19....is.....% of the average farm yield in tons of the total acreage of tomatoes grown under contract.

4. Average farm yield is.....tons per acre.

5. Coverage and premium :

Average Farm Yield (tons per acre)	% Coverage	Guaranteed Production			
		Per Acre (Tons)		Contract Acres	Total Tons
Total Guaranteed Production	Established Price Per Ton	Amount of Insurance	Area	Rate Per \$100 Insurance	Total Premium

6. Subject to the provisions of the plan, the insurance commencement date is the.....day of May,  
19....

Dated at Toronto, this .....day of....., 19....

THE CROP INSURANCE COMMISSION OF ONTARIO:

.....  
Duly Authorized Representative

.....  
General Manager

## REGULATION 154

### under The Crop Insurance Act (Ontario)

#### CROP INSURANCE PLAN—WHITE BEANS

1. The plan in the Schedule is established for the insurance within Ontario of white beans. O. Reg. 176/68, s. 1.

#### Schedule

#### *The Crop Insurance Act (Ontario)*

#### PLAN

1. This plan may be cited as "The Ontario Crop Insurance Plan for White Beans".

2. The purpose of this plan is to provide for insurance against a loss in the production of white beans resulting from one or more of the perils designated in section 4.

#### INTERPRETATION

3. In this plan,

- (a) "area" means an area designated in column 1 of Table 1;
- (b) "pound" means a pound of white beans, the moisture content of which is not more than 18 per cent and the damage or foreign material content of which is not more than 2 per cent;
- (c) "white beans" means white pea-beans produced in Ontario.

#### DESIGNATION OF PERILS

4. The following are designated as perils for the purposes of this plan:

- 1. Drought.
- 2. Excessive moisture.
- 3. Excessive rainfall.
- 4. Flood.
- 5. Frost.
- 6. Hail.
- 7. Insect infestation.
- 8. Plant disease.
- 9. Wind.

#### DESIGNATION OF CROP YEAR

5. The crop year for white beans is the period from the 1st day of March in any year to the 20th day of October next following.

#### CONTRACT OF INSURANCE

6. For the purposes of this plan, the entire contract of insurance for white beans shall be deemed to be comprised of,

- (a) the contract of insurance in the form prescribed by Regulation 156 of Revised Regulations of Ontario, 1970;
- (b) an endorsement for white beans in Form 2;
- (c) the application for insurance;
- (d) the final acreage report for each crop year; and
- (e) an amendment to any document referred to in clauses *a*, *b*, *c* or *d* agreed upon in writing.

7. An application for insurance shall,

- (a) be in Form 1;
- (b) be accompanied by a premium deposit of at least \$15; and
- (c) be filed with the Commission not later than,
  - (i) the tenth day after the seeding of acreage to white beans is completed by the applicant, or
  - (ii) the 1st day of June,

whichever occurs first in the crop year in respect of which it is made.

#### DURATION OF CONTRACT

8.—(1) A contract of insurance shall be in force for the crop year in respect of which it is made, and shall continue in force for each crop year thereafter until it is cancelled by the insured person or the Commission in the manner prescribed by subsection 2 or is terminated in accordance with the regulations.

(2) A contract of insurance may be cancelled by the insured person or the Commission by notice in writing to the other party on or before the 1st day of June in the crop year during which the cancellation is to be effective.



## COVERAGE

9.—(1) The coverage provided in each crop year under a contract of insurance shall be 45 per cent or 70 per cent of the average yield in pounds, as determined by the Commission on the basis of,

- (a) the area average yield as determined by the Commission for the area in which the insured acreage is situate;
- (b) the average farm yield of the seeded acreage based on the acreage production records of the insured person or on such other basis as the Commission approves; and
- (c) the number of years the insured crop has been grown under the contract of insurance.

(2) The number of pounds determined under subsection 1 constitutes the total guaranteed production under a contract of insurance.

10.—(1) Subject to subsection 2, the percentage of the average yield selected by an applicant at the time a contract of insurance is made applies in each succeeding crop year during which the contract is in force.

(2) Where,

- (a) the insured person applies therefor in writing on or before the 1st day of June in a crop year; and
- (b) the Commission consents in writing,

any percentage designated in subsection 1 of section 9 may be substituted for the percentage selected by the insured person at the time a contract of insurance is made, or any percentage substituted in lieu thereof under this subsection.

11. The maximum amount for which the Commission is liable under a contract of insurance shall be the amount obtained by multiplying the total guaranteed production determined under section 9 by the established price per pound prescribed in section 12.

12. For the purposes of this plan, the established price for white beans is 6.5 cents per pound.

## PREMIUM

13.—(1) The premium payable by an insured person for acreage in an area named in column 1 of Table 1 for each \$100 of liability determined under section 11 is the amount set opposite the name of the area,

- (a) in column 2 where the percentage under section 9 or 10 is 45 per cent; and

- (b) in column 3 where the percentage under section 9 or 10 is 70 per cent.

(2) Notwithstanding subsection 1, the minimum premium payable by an insured person in each crop year is \$15.

(3) The premiums prescribed by subsections 1 and 2 are in addition to such payments in respect of premiums as may be made by,

- (a) the Government of Canada under the *Crop Insurance Act* (Canada); and
- (b) the Treasurer of Ontario under subsection 2 of section 7 of the Act.

14.—(1) Where a contract of insurance is in force, a premium shall be paid in respect of each crop year in which the insured person seeds acreage to white beans.

(2) Where a premium is payable in respect of a crop year, the insured person shall pay the premium, less the premium deposit, if any, to the Commission at the time he files the final acreage report prescribed by section 15.

## FINAL ACREAGE REPORTS

15.—(1) Every insured person shall file with the Commission in each crop year a final acreage report in Form 3 within ten days after the seeding of acreage to white beans is completed.

(2) A final acreage report filed with the Commission shall not be amended without the consent in writing of the Commission.

16.—(1) The Commission may revise the final acreage report in any or all respects and adjust the premium accordingly and, in such case, shall notify the insured person in writing forthwith respecting such revision and adjustment.

(2) The insured person shall be deemed to have agreed with the revision of the final acreage report and adjustment of premium made by the Commission under subsection 1 unless, within ten days from the mailing or delivery of the notification by the Commission, he notifies the Commission in writing that he rejects such revision and adjustment.

(3) Where the Commission receives notice from an insured person under subsection 2, it shall notify the insured person in writing that the contract of insurance does not apply for the crop year in respect of which the final acreage report was filed and shall refund any premium or premium deposit paid in respect of that crop year.

(4) A final acreage report revised under this section shall, failing notice under subsection 2, constitute the final acreage report for the crop year.

17.—(1) Where an insured person in any crop year fails to file a final acreage report in the form and manner prescribed by this Regulation, the Commission may,

- (a) prepare the final acreage report; or

(b) declare the insured acreage to be nil.
- (2) Where the Commission prepares a final acreage report under subsection 1, the Commission shall mail or deliver a copy of the report to the insured person.

(3) Every insured person shall pay the premium for the crop year in respect of which a final acreage report is prepared by the Commission within ten days from the mailing or delivery to him of a copy of the report.

VARIETIES OF WHITE BEANS

18. Except as otherwise determined by the Commission, for the purposes of this plan acreage may be seeded only to varieties of white beans recommended in Publication No. 296 of the Department of Agriculture and Food entitled "Field Crop Recommendations" for the same number of heat units as, or a lesser number of heat units than, the said Publication No. 296 specifies as being available for white bean production in the area in which the said acreage is situate.

SEEDING DATES

19. For the purposes of this plan, white beans shall be seeded not earlier than the 20th day of May, and not later than the 25th day of June, in a crop year.

FINAL DATE FOR HARVESTING

20. For the purposes of this plan, the final date for harvesting white beans in a crop year is the 20th day of October or such other date as may be determined from time to time by the Commission. O. Reg. 176/68, Sched.; O. Reg. 224/70, ss. 1-5.

TABLE 1

COLUMN 1	COLUMN 2	COLUMN 3
Area	45%	70%
County of Elgin	\$2.90	\$6.30
County of Huron	3.10	6.80
County of Kent	2.30	5.40
County of Lambton	2.70	5.90
County of Middlesex	3.20	6.50
County of Perth	3.30	7.00
Any other area having 2700 heat units or more available for white bean production	3.90	8.40

O. Reg. 176/68, Table 1.

Form 1

The Crop Insurance Act (Ontario)

APPLICATION FOR CROP INSURANCE

To: The Crop Insurance Commission of Ontario:

.....  
(name of person, corporation or partnership, and if partnership, names of all partners)  
.....

(address)

(telephone no.)

applies for crop insurance under *The Crop Insurance Act (Ontario)* and the regulations and in support of this application the following facts are stated:

1. Contract number.....
2. Crop plan.....
3. Crop year ending.....
4. The applicant is the owner-operator or tenant-operator of the farm or farms described below.
5. Description of farm or farms operated by applicant:



Farm No.	Lot	Concession	Township	County, etc.	Total Acreage of Farm	Acreage to be Seeded to Insured Crop	Owner or Tenant

6. Declaration of yields (for the most recent years in which the crop was produced):

Harvest Year	Total Acres		Date Completed (if known)		Total Yield Harvested
	Seeded	Harvested*	Seeding	Harvesting	

\*Where harvested acreage was less than seeded acreage, indicate reason:.....  
.....

7. Average farm yield is.....bushels per acre.

8. Coverage applied for is.....per cent.

9. A deposit premium of \$.....(minimum of \$15), accompanies this application.

Dated at....., this.....day of....., 19.....

.....  
(signature of applicant(s) )

.....  
(title of official signing for a corporation)

O. Reg. 224/70, s. 6.

Form 2

*The Crop Insurance Act (Ontario)*

WHITE BEAN ENDORSEMENT

WHEREAS the insured person has applied for crop insurance for white beans under The Ontario Crop

Insurance Plan for White Beans, hereinafter referred to as "the plan", and has paid the deposit premium prescribed thereunder:

NOW THEREFORE, subject to *The Crop Insurance Act (Ontario)* and the regulations made thereunder, the contract of insurance between The Crop Insurance Commission of Ontario and the insured person is hereby extended to cover white beans.



## CAUSES OF LOSS INSURED AGAINST

1. This endorsement insures against a loss in the production of white beans in a crop year resulting from drought, excessive moisture, excessive rainfall, flood, frost, hail, insect infestation, plant disease and wind.

## DURATION OF INSURANCE

2. The contract of insurance for white beans is in force for the crop year in which it is made and continues in force for each crop year thereafter until it is cancelled or terminated in accordance with the regulations.

## COVERAGE

3. The coverage provided for white beans in each crop year is such percentage of the average yield in pounds applied to the total acreage seeded to white beans as is selected by the insured person in his application or such other percentage as may be selected by him from time to time with the consent of the Commission, the average yield being determined by the Commission on the basis of,

- (a) the area average yield as determined by the Commission for the area in which the insured acreage is situate;
- (b) the average farm yield of the seeded acreage based on the acreage production records of the insured person or on such other basis as the Commission approves; and
- (c) the number of years the insured crop has been grown under the contract of insurance.

## TOTAL GUARANTEED PRODUCTION

4. The number of pounds determined in accordance with paragraph 3 constitutes the total guaranteed production of white beans for a crop year.

## INDEMNITY

5. The maximum indemnity payable for a loss in production of white beans in a crop year is the amount obtained by multiplying the total guaranteed production by the price per pound established in the plan.

## PREMIUM

6. For each crop year in which the insured person seeds acreage to white beans, an annual premium shall be paid, the amount of which shall be determined in the manner prescribed by the plan.

## FINAL ACREAGE REPORT

7. In each crop year in which the contract of insurance is in force for white beans, the insured person shall file a final acreage report in the form and manner prescribed by the plan.

## CROP YEAR

8. The crop year for white beans is the period from the 1st day of March in any year to the 20th day of October next following.

## SEEDING DATES

9. White beans shall be seeded not earlier than the 20th day of May, and not later than the 25th day of June in a crop year.

## HARVESTING OF SEEDED ACREAGE

10.—(1) All acreage seeded to white beans in a crop year shall be harvested as white beans unless the Commission, upon application therefor in writing, consents in writing to,

- (a) the use of the seeded acreage or any part thereof for another purpose; or
- (b) the abandonment or destruction of the insured crop or any part thereof.

(2) The harvesting referred to in subparagraph 1 shall be completed not later than the 20th day of October or such other date as may be determined from time to time by the Commission.

(3) Where the harvesting of any seeded acreage is not completed on the date prescribed by subparagraph 2, the insured person shall forthwith notify the Commission in writing.

(4) Where an insured person fails to notify the Commission in accordance with subparagraph 3, no indemnity shall be paid in respect of the unharvested acreage.

11.—(1) On receipt of a notice under subparagraph 3 of paragraph 10, the Commission shall determine,

- (a) the number of unharvested acres and the potential production thereof; and
- (b) whether the harvesting of the seeded acreage was prevented by reason of one or more of the causes of loss insured against.

(2) Where the Commission determines that harvesting of any seeded acreage was prevented by reason of one or more of the causes of loss insured against, the Commission may extend the time for harvesting of the seeded acreage for such period as it deems proper.

## VARIETIES OF WHITE BEANS

12. Except as otherwise determined by the Commission, acreage may be seeded only to varieties of white beans recommended in Publication No. 296 of the Department of Agriculture and Food entitled "Field Crop Recommendations" for the area in which the seeded acreage is situate.

## EVALUATION OF LOSS

13. For the purpose of determining the loss in production of white beans in a crop year and the indemnity payable therefor, the value of the crop shall progress through the stages prescribed in paragraphs 14, 15 and 16.

## STAGE 1

14.—(1) Stage 1 comprises the period from the date on which the seeding of acreage to white beans is completed to and including the 25th day of June in the crop year.

(2) Where loss or damage occurs in Stage 1, there shall be no loss calculation to be taken into account in the final adjustment of loss in respect of the total seeded acreage but the value of the crop shall progress into Stage 2, and the provisions of paragraph 15 shall apply, unless,

- (a) the Commission consents in writing, upon application in writing by the insured person, to reseeded of the damaged acreage, on condition that,
  - (i) the variety of white beans reseeded is one prescribed by paragraph 12 for the area in which the damaged acreage is situate, and
  - (ii) the reseeded is completed not later than the 25th day of June or such other date as may be approved by the Commission; or
- (b) the Commission consents in writing, upon application in writing by the insured person, to use of the damaged acreage for any other purpose or to the abandonment or destruction of the insured crop on such damaged acreage.

(3) Where reseeded of damaged acreage is completed in accordance with clause *a* of subparagraph 2, the contract of insurance shall continue to apply to such reseeded acreage.

(4) Where the damaged acreage is used for any other purpose or the insured crop thereon is abandoned or destroyed in accordance with clause *b* of subparagraph 2, the total seeded acreage shall be deemed to be reduced, and the guaranteed production, amount of insurance, and premium shall be reduced proportionately.

## STAGE 2

15.—(1) Stage 2 commences on the 26th day of June in the crop year and, with respect to any part of the seeded acreage, ends with the completion of harvesting of such part.

(2) Where loss or damage occurs in Stage 2, the Commission, upon application therefor in writing by the insured person, may consent in writing to,

- (a) reseeded of the damaged acreage, on condition that,
  - (i) the variety of white beans reseeded is one prescribed by paragraph 12 for the area in which the damaged acreage is situate, and
  - (ii) the reseeded is completed on a date approved by the Commission,

and, in such case, the contract of insurance shall continue to apply to such reseeded acreage; or

- (b) the use of the damaged acreage for any other purpose or to the abandonment or destruction of the insured crop on such damaged acreage and, in such case, the Commission shall determine the number of damaged acres and the potential production thereof.

(3) Where,

- (a) the damaged acreage is used for any other purpose or the insured crop thereon is abandoned or destroyed in accordance with clause *b* of subparagraph 2; or
- (b) the harvesting of any seeded acreage is not completed on the date determined therefor,

the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total seeded acreage shall be calculated by multiplying by the established price per pound the amount by which 80 per cent of the guaranteed production for the damaged or unharvested acreage, as the case may be, exceeds the potential production determined therefor.

(4) Where damaged acreage is not used for any other purpose or the crop thereon is not abandoned or destroyed after the Commission has consented thereto, the amount of loss calculated under subparagraph 3 shall not be taken into account in the final adjustment of loss.

## STAGE 3

16.—(1) Stage 3 applies to seeded acreage with respect to which harvesting has been completed.



(2) Where the actual production of the acreage so harvested is less than the guaranteed production for such acreage, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total seeded acreage shall be calculated by multiplying the difference between the guaranteed production and the actual production by the established price per pound.

FINAL ADJUSTMENT OF LOSS FOR TOTAL  
SEEDED ACREAGE

17. The indemnity payable with respect to the total seeded acreage in the final adjustment of loss shall be the sum of all Stage 2 and Stage 3 loss calculations applicable to such acreage, but where,

- (a) the actual production of any harvested acreage; or
- (b) the potential production of any unharvested acreage,

exceeds the guaranteed production of such acreage, the indemnity otherwise payable shall be reduced by the amount obtained by multiplying such excess by the established price per pound.

INCORRECT ACREAGE IN FINAL ACREAGE REPORT

18.—(1) Where the actual seeded acreage of white beans in a crop year is less than the seeded acreage declared on the final acreage report, the guaranteed production and the amount of insurance shall be reduced proportionately and no refund of premium or part thereof shall be made.

(2) Where the actual seeded acreage of white beans in a crop year exceeds the seeded acreage declared on the final acreage report, the guaranteed production per acre shall be reduced proportionately.

IN WITNESS WHEREOF The Crop Insurance Commission of Ontario has caused this endorsement to be signed by its general manager but the same shall not be binding upon the Commission until countersigned by a duly authorized representative thereof.

Countersigned and dated at .....  
this.....day of....., 19...  
.....  
Duly Authorized Representative                      General Manager  
O. Reg. 176/68, Form 2; O. Reg. 224/70, s. 7.

Form 3

The Crop Insurance Act (Ontario)

FINAL ACREAGE REPORT FOR WHITE BEANS

- 1. Insured person.....  
(name) (address)  
.....  
(county) (telephone no.)
- 2. Crop insurance contract number.....
- 3. Crop year covered by this report: 19.....
- 4. Coverage in force is.....per cent of the average yield.
- 5. The insured person is engaged full time in farming:    ☐ Yes                      ☐ No                      If "No", explain....  
.....
- 6. Crop will be harvested by:    own equipment ☐  
   shared equipment ☐                      custom operator ☐
- 7. I hereby assign my right to indemnity under this contract in respect of the crop described hereunder to....  
.....  
(name) (address)
- 8. Details of acreage seeded to white beans (a diagram of each farm on which the insured crop is grown must be attached to this report):



Farm No.	No. of Acres	Soil Type	Manure Applied No. of Acres	Fertilizer Applied		No of Acres Systematically Tile-Drained	Distance Between Drains	When Was Acreage Plowed?	Heat Unit Rating	Previous Crop Produced
				Pounds Per Acre	Grade					

9. The fertilizer referred to above was applied in accordance with soil test recommendations:

☐ Yes                      ☐ No

10. Details of varieties and seeding dates:

Variety	No. of Acres Seeded	Date Seeding Completed

11. The seed referred to above was pedigreed seed:      ☐ Yes                      ☐ No

12. Chemical weed control applied or to be applied:      ☐ Yes                      ☐ No

13. The acreage set out in paragraph 8 is the total acreage seeded to white beans by the insured person and at this date the crop has suffered no damage, except as follows:.....  
.....

14. The premium (less premium deposit, if any) accompanies this report.

Dated at....., this.....day of....., 19....

.....  
(signature of insured person)

.....  
(title of official signing for a corporation)

## REGULATION 155

### under The Crop Insurance Act (Ontario)

#### CROP INSURANCE PLAN—WINTER WHEAT

1. The plan in the Schedule is established for the insurance within Ontario of winter wheat. O. Reg. 30/67, s. 1.

#### Schedule

##### *The Crop Insurance Act (Ontario)*

#### PLAN

1. This plan may be cited as "The Ontario Crop Insurance Plan for Winter Wheat".

2. The purpose of this plan is to provide for insurance against a loss in the production of winter wheat resulting from one or more of the perils designated in section 4.

#### INTERPRETATION

3. In this plan,

- (a) "average farm yield" means the average of previous yields of the seeded acreage computed on the basis of acreage production records of the insured person or on such other basis as the Commission approves;
- (b) "loss of quality" means reduction of grade caused by an insured peril to the extent that the insured crop or part thereof is reduced to Grade 4, 5 or Sample;
- (c) "winter wheat" means winter wheat produced in Ontario.

4. The following are designated as perils for the purposes of this plan:

- 1. Drought.
- 2. Excessive moisture.
- 3. Excessive rainfall.
- 4. Flood.
- 5. Frost.
- 6. Hail.
- 7. Insect infestation.
- 8. Plant disease.

9. Wind.

10. Winter kill.

#### DESIGNATION OF CROP YEAR

5. The crop year for winter wheat is the period from the 1st day of September in any year to the 31st day of August in the year next following.

#### CONTRACT OF INSURANCE

6. For the purposes of this plan, the entire contract of insurance for winter wheat shall be deemed to be comprised of,

- (a) the contract of insurance in the form prescribed by Regulation 156 of Revised Regulations of Ontario, 1970;
- (b) an endorsement for winter wheat in Form 2;
- (c) the application for insurance;
- (d) the final acreage report for each crop year;
- (e) an extended coverage endorsement in Form 4, where applicable; and
- (f) an amendment to any document referred to in clauses a, b, c, d or e agreed upon in writing.

7. An application for insurance shall,

- (a) be in Form 1;
- (b) be accompanied by a premium deposit of at least \$15; and
- (c) be filed with the Commission not later than the 1st day of October in the crop year in respect of which it is made.

#### DURATION OF CONTRACT

8.—(1) A contract of insurance shall be in force for the crop year in respect of which it is made, and shall continue in force for each crop year thereafter until it is cancelled by the insured person or the Commission in the manner prescribed by subsection 2 or is terminated in accordance with the regulations.

(2) A contract of insurance may be cancelled by the insured person or the Commission by notice in writing to the other party on or before the 1st day

of October in the crop year during which the cancellation is to be effective.

#### COVERAGE

9.—(1) The coverage provided under a contract of insurance shall be,

- (a) 50 per cent;
- (b) 70 per cent; or
- (c) 80 per cent,

of the average farm yield in bushels of the total acreage seeded to winter wheat by the insured person in accordance with the regulations.

(2) The number of bushels determined under subsection 1 constitutes the total guaranteed production under a contract of insurance.

10.—(1) Subject to subsection 2, the coverage selected by an applicant at the time a contract of insurance is made applies in each succeeding crop year during which the coverage is in force.

(2) Where,

- (a) the insured person applies therefor in writing on or before the 1st day of October in a crop year; and
- (b) the Commission consents in writing,

any coverage provided for by the regulations may be substituted for the coverage selected by the insured person at the time a contract of insurance was made or any coverage substituted in lieu thereof under this subsection.

11. The maximum amount for which the Commission is liable under a contract of insurance shall be the amount obtained by multiplying the total guaranteed production determined under section 9 by the established price per bushel prescribed by section 12.

12. For the purposes of this plan, the established price for winter wheat is \$1.50 per bushel.

#### PREMIUMS

13.—(1) The premium payable by an insured person for acreage in a county, territorial district, regional or district municipality named in column 1 of Table 1 for each \$100 of liability determined under section 11 is the amount set opposite the name of the county, territorial district, regional or district municipality,

- (a) in column 2 where the percentage under section 9 or 10 is 50 per cent;

- (b) in column 3 where the percentage under section 9 or 10 is 70 per cent; or

- (c) in column 4 where the percentage under section 9 or 10 is 80 per cent.

(2) The additional premium payable by an insured person for insurance against loss of quality shall be 5 per cent of the premium prescribed by subsection 1.

(3) Notwithstanding subsections 1 and 2, the minimum premium payable by an insured person in each crop year is \$15.

(4) The premiums prescribed by subsections 1, 2 and 3 are in addition to such payments in respect of premiums as may be made by,

- (a) the Government of Canada under the *Crop Insurance Act* (Canada); and
- (b) the Treasurer of Ontario under subsection 2 of section 7 of the Act.

14.—(1) Where a contract of insurance is in force, a premium shall be paid in respect of each crop year in which the insured person seeds acreage to winter wheat.

(2) Where a premium is payable in respect of a crop year, the insured person shall pay the premium, less the premium deposit, if any, to the Commission at the time he files the final acreage report prescribed by section 15.

#### FINAL ACREAGE REPORTS

15.—(1) Every insured person shall file with the Commission in each crop year a final acreage report in Form 3,

- (a) within ten days after seeding is completed or within a time to be determined by the Commission; where acreage has been seeded to winter wheat; or
- (b) on or before the 30th day of October of the crop year, where no acreage has been seeded to winter wheat.

(2) A final acreage report filed with the Commission shall not be amended without the consent in writing of the Commission.

16.—(1) The Commission may revise the final acreage report in any or all respects and adjust the premium accordingly and, in such case, shall notify the insured person in writing forthwith respecting such revision and adjustment.

(2) The insured person shall be deemed to have agreed with the revision of the final acreage report and adjustment of premium made by the Commis-



sion under subsection 1 unless, within ten days from the mailing or delivery of the notification by the Commission, he notifies the Commission in writing that he rejects such revision and adjustment.

(3) Where the Commission receives notice from an insured person under subsection 2, it shall notify the insured person in writing that the contract of insurance does not apply for the crop year in respect of which the final acreage report was filed and shall refund any premium or premium deposit paid in respect of that crop year.

(4) A final acreage report revised under this section shall, failing notice under subsection 2, constitute the final acreage report for the crop year.

17.—(1) Where an insured person in any crop year fails to file a final acreage report in the form and manner prescribed by this Regulation, the Commission may,

- (a) prepare a final acreage report; or
- (b) declare the insured acreage to be nil.

(2) Where the Commission prepares a final acreage report under subsection 1, the Commission shall mail or deliver a copy of the report to the insured person.

(3) Every insured person shall pay the premium for the crop year in respect of which a final acreage report is prepared by the Commission within ten days from the mailing or delivery to him of a copy of the report.

18.—(1) Where the Commission has not revised the average farm yield stated by the insured person in

a final acreage report, the Commission may, on the adjustment of a claim for a loss in production of winter wheat in the crop year, require the insured person to satisfy the Commission that such average farm yield was based on a reasonable assessment of the productivity of the seeded acreage under normal growing conditions.

(2) Where the insured person fails to satisfy the Commission under subsection 1, the Commission shall determine the average farm yield and shall reduce accordingly the total guaranteed production determined in accordance with section 9 and the maximum amount of indemnity for which it is liable under section 11, but no portion of the premium shall be refunded.

FINAL DATE FOR SEEDING

19. For the purposes of this plan the final date for seeding winter wheat in a crop year in a county, territorial district, regional or district municipality named in column 1 of Table 1 is the date set opposite the name of the county, territorial district, regional or district municipality in column 5 or such other date as may be determined from time to time by the Commission.

FINAL DATE FOR HARVESTING

20. For the purposes of this plan, the final date for harvesting winter wheat in a crop year is the 31st day of August or such other date as may be determined from time to time by the Commission. O. Reg. 30/67, Sched.; O. Reg. 330/67, s.1; O. Reg. 365/67, s. 1; O. Reg. 296/68, ss. 1-3, 7-8; O. Reg. 431/70, ss. 1-6.

TABLE 1

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
County, Territorial District, Regional or District Municipality	50%	70%	80%	Final Seeding Date
RATE ZONE 1				
Brant, Elgin, Essex, Haldimand, Kent, Lambton, Middlesex, Niagara, Norfolk, Oxford..	\$2.80	\$5.80	\$7.80	October 20th

TABLE 1

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
County, Territorial District, Regional or District Municipality	50%	70%	80%	Final Seeding Date
RATE ZONE 2				
Bruce, Dufferin, Durham, Grey, Halton, Hastings, Huron, Lennox and Addington, Northumberland, Ontario, Peel, Perth, Peterborough, Prince Edward, Simcoe, Victoria, Waterloo, Wellington, York as it existed on the 31st day of December, 1970	\$2.90	\$5.90	\$7.90	September 30th
RATE ZONE 3				
Dundas, Frontenac, Glengarry, Grenville, Lanark, Leeds, Ottawa-Carleton, Prescott, Renfrew, Russell, Stormont.....	\$3.00	\$6.00	\$8.00	September 20th
RATE ZONE 4				
Muskoka, the Provisional County of Haliburton and the territorial districts.....	\$3.50	\$7.30	\$9.70	September 20th

O. Reg. 431/70, s. 7.

Form 1

*The Crop Insurance Act (Ontario)*

APPLICATION FOR CROP INSURANCE

To The Crop Insurance Commission of Ontario:

.....  
(name of person, corporation or partnership, and, if partnership, names of all partners)  
.....

.....  
(address)  
.....

.....  
(phone no.)  
.....

applies for crop insurance under *The Crop Insurance Act (Ontario)* and the regulations and in support of this application the following facts are stated:

1. Crop insurance contract number, if any, under *The Crop Insurance Act (Ontario)*.....
2. This application is made for insurance coverage on.....
3. This application is made for the crop year ending in 19.....
4. The applicant is the owner-operator or tenant-operator of the farm or farms described in paragraph 5.

5. Description of farm or farms operated by applicant :

Farm No.	Lot	Concession	Township	County or Territorial District	Total Acreage of Farm	Acreage to be Seeded to Insured Crop	Owner or Tenant

6. Declaration of yields (for the most recent years in which the crop was produced):

Harvest Year	Total Acres		Date Completed (if known)		Total Yield Harvested
	Seeded	Harvested*	Seeding	Harvesting	

\*Where harvested acreage was less than seeded acreage, indicate reason: .....

7. Average farm yield is.....bushels per acre.
8. Coverage applied for is.....per cent of average farm yield.
9. A deposit premium of \$.....(minimum of \$15) accompanies this application.

Dated at....., this.....day of....., 19....

.....  
(signature of applicant)

.....  
(title of official signing for a corporation)

O. Reg. 296/68, s. 11 ; O. Reg. 227/70, s. 1.

Form 2

*The Crop Insurance Act (Ontario)*

WINTER WHEAT ENDORSEMENT

WHEREAS the insured person has applied for crop insurance for winter wheat under The Ontario Crop Insurance Plan for Winter Wheat, hereinafter referred to as "the plan", and has paid the deposit premium prescribed thereunder;

NOW THEREFORE, subject to *The Crop Insurance Act (Ontario)*, and the regulations made thereunder, the contract of insurance between The Crop Insurance Commission of Ontario and the insured person is hereby extended to cover winter wheat.

CAUSES OF LOSS INSURED AGAINST

1. This endorsement insures against a loss in the production of winter wheat in a crop year resulting from drought, excessive moisture, excessive rainfall, flood, frost, hail, insect infestation, plant disease, wind and winter kill.

DURATION OF INSURANCE

2. The contract of insurance for winter wheat is in force for the crop year in which it is made and continues in force for each crop year thereafter until it is cancelled or terminated in accordance with the regulations.



## COVERAGE

3. The coverage provided for winter wheat in each crop year is such percentage of the average farm yield in bushels of the total acreage seeded to winter wheat as is selected by the insured person in his application or such other percentage as may be selected by him from time to time with the consent of the Commission.

## TOTAL GUARANTEED PRODUCTION

4. The number of bushels determined in accordance with paragraph 3 is the total guaranteed production of winter wheat for a crop year.

## INDEMNITY

5. The maximum indemnity payable for a loss in production of winter wheat in a crop year is the amount obtained by multiplying the total guaranteed production by the price per bushel established in the plan.

## PREMIUM

6. For each crop year in which the insured person seeds acreage to winter wheat, an annual premium shall be paid, the amount of which shall be determined in the manner prescribed by the plan.

## FINAL ACREAGE REPORT

7. In each crop year in which the contract of insurance is in force for winter wheat, the insured person shall file a final acreage report in the form and manner prescribed by the plan.

## CROP YEAR

8. The crop year for winter wheat is the period from the 1st day of September in any year to the 31st day of August in the year next following.

## FINAL DATE FOR SEEDING

9. For the purposes of this plan the final date for seeding winter wheat in a crop year is the date prescribed by the plan for the county, territorial district, regional or district municipality in which the seeded acreage is situate.

## HARVESTING OF SEEDED ACREAGE

10.—(1) All acreage seeded to winter wheat in a crop year shall be harvested unless the Commission, upon application therefor in writing, consents in writing to,

- (a) the use of the seeded acreage or any part thereof for another purpose; or
- (b) the abandonment or destruction of the insured crop or any part thereof.

(2) The harvesting referred to in subparagraph 1 shall be completed not later than the 31st day of August or such other date as may be determined from time to time by the Commission.

## EVALUATION OF LOSS

11. For the purposes of determining the loss in production of winter wheat in a crop year and the indemnity payable therefor, the value of the crop shall progress through the stages prescribed in paragraphs 12, 13 and 14.

## STAGE 1

12.—(1) Stage 1 comprises the period from the date on which the seeding of acreage to winter wheat is completed to and including the 15th day of June in the crop year.

(2) Where loss or damage occurs in Stage 1, the Commission, upon application therefor in writing by the insured person, may consent in writing to the use of the damaged acreage for any other purposes or to the abandonment or destruction of the insured crop on such damaged acreage and, in such case, the Commission shall determine the number of damaged acres and the potential production thereof.

(3) Where the damaged acreage is used for any other purpose or the insured crop thereon is abandoned or destroyed in accordance with subparagraph 2, the amount of loss that shall be taken into account in the final adjustment of loss in respect of the total seeded acreage shall be calculated by multiplying,

- (a) 50 per cent of the guaranteed production for the damaged acreage; or
- (b) the difference between the guaranteed production and the potential production determined under subparagraph 2 for the damaged acreage,

whichever is the lesser, by the established price per bushel.

(4) Where damaged acreage is not used for any other purpose or the crop thereon is not abandoned or destroyed after the Commission has consented thereto, the amount of loss calculated under subparagraph 3 shall not be taken into account in the final adjustment of loss.

(5) Notwithstanding any application made in writing by the insured person under this paragraph, the Commission may, where loss or damage occurs in Stage 1, notify the insured person in writing that it intends to terminate the insurance coverage on such damaged acreage and to calculate the amount of loss in the manner prescribed in subparagraph 3 with respect to such damaged acreage and where notice of such intention has been given the Commission shall calculate accordingly the amount of





2. Crop Insurance Contract No. ....
3. Crop year covered by this report: September 1, 19.... to August 31, 19....
4. Date on which seeding of winter wheat was completed: .....
5. Variety seeded. ....
6. Coverage in force is.....per cent of the average farm yield in bushels of the total acreage seeded to winter wheat.
7. Average farm yield is.....bushels per acre.
8. I hereby assign.....per cent of my right to indemnity under this contract in respect of the crop described hereunder to.....  
(name)  
.....  
(address)
9. The insured person is engaged full time in farming.....If "No", explain: .....  
"Yes" or "No"  
.....
10. Crop will be harvested by:    own equipment.....    shared equipment.....  
   custom operator.....
11. Details of acreage seeded to winter wheat (a diagram of each farm on which the insured crop is grown must be attached to this report):

Farm No.	No. of Acres	Soil Type	Manure Applied No. of Acres	Fertilizer Applied		No. of Acres Systematically Tile-Drained	Distance Between Drains	Heat Unit Rating	Previous Crop Produced
				Pounds Per Acre	Grade				

12. The fertilizer referred to above in paragraph 11 was applied in accordance with soil test recommendations  
.....  
"Yes" or "No"
13. The acreage set out above in paragraph 11 is the total acreage seeded to winter wheat by the insured person.
14. The premium (less premium deposit, if any) accompanies this report.



15. At this date the crop has suffered no damage, except as follows: .....

Dated at....., this.....day of....., 19....

.....  
(signature of insured person)

.....  
(title of official signing for a corporation)

O. Reg. 296/68, s. 13.

**Form 4**

*The Crop Insurance Act (Ontario)*

**EXTENDED COVERAGE ENDORSEMENT**

**ATTACHED TO AND FORMING PART OF  
WINTER WHEAT CONTRACT NO.....**

1. In consideration of an additional premium of \$.....the insurance provided under this Contract is hereby extended to include loss of quality as defined and limited herein.

**DESIGNATED AREA**

2. The term "designated area" means a geographical area defined by the Commission as one in which loss of quality is insured against for the crop year, and in no event shall there be any liability for loss or damage occurring outside a designated area.

**LOSS OF QUALITY**

3. The term "loss of quality" means reduction of grade caused by an insured peril to the extent

that the insured crop or part thereof is reduced to Grade 4, 5 or Sample.

**CALCULATION OF LOSS**

4. In the event that the insured crop on acreage lying within a designated area grades 4, 5 or Sample due to an insured peril, the actual production shall be deemed to be 85 per cent of the crop actually harvested, and in no event shall there be any liability for loss of quality when the actual production so adjusted equals or exceeds the guaranteed production.

IN WITNESS WHEREOF The Crop Insurance Commission of Ontario has caused this endorsement to be signed by its general manager but the same shall not be binding upon the Commission until countersigned by a duly authorized representative thereof.

Countersigned and dated at

this.....day of....., 19.....

.....  
Duly Authorized  
Representative

.....  
General Manager

O. Reg. 431/70, s. 9.

REGULATION 156

under The Crop Insurance Act (Ontario)

CROP INSURANCE PLANS—GENERAL

INTERPRETATION

1. In this Regulation,
- (a) "owner-operator" means a person who owns and operates a farm;
  - (b) "tenant-operator" means a person who leases and operates a farm that he does not own. O. Reg. 29/67, s. 1.

DESIGNATION OF INSURABLE PERSONS

2. Where a plan is established in respect of an insurable crop, any owner-operator or tenant-operator of a farm in Ontario who produces the insurable crop on such farm is designated as an insurable person for the purpose of the plan. O. Reg. 29/67, s. 2.

CONTRACTS OF INSURANCE

3.—(1) Unless otherwise provided in any plan, a contract of insurance shall be in Form 1. O. Reg. 170/69, s. 3 (1).

(2) A contract of insurance in Form 1 shall be issued to an insured person when he makes his initial contract of insurance with the Commission. O. Reg. 29/67, s. 3 (2).

4. The Commission shall not make a contract of insurance under a plan without an application therefor in the form and manner prescribed by the plan. O. Reg. 29/67, s. 4.

5.—(1) The Commission may refuse to make a contract of insurance with an applicant for crop insurance.

(2) Where the Commission refuses to make a contract of insurance, it shall refund to the applicant the premium deposit, if any, that accompanied the application. O. Reg. 29/67, s. 5.

Form 1

*The Crop Insurance Act (Ontario)*

CONTRACT OF INSURANCE

Between:

THE CROP INSURANCE COMMISSION OF ONTARIO,  
hereinafter referred to as "THE COMMISSION",

OF THE FIRST PART;

—and—

.....  
of the.....of.....  
in the County (or as the case may be) of.....,  
hereinafter referred to as "THE INSURED  
PERSON",

OF THE SECOND PART;

WHEREAS the insured person has applied for a contract of insurance under *The Crop Insurance Act (Ontario)* and the regulations and has paid a deposit premium in respect thereof;

NOW THEREFORE, subject to,

- (a) *The Crop Insurance Act (Ontario)*;
- (b) the regulations made thereunder; and
- (c) the endorsement respecting an insured crop,

where in a crop year the insured person suffers a loss in the production of an insured crop from one or more of the perils designated in the plan for such crop, the Commission, subject to the terms and conditions hereinafter set forth, agrees to indemnify the insured person in respect of such loss.

TERMS AND CONDITIONS

INSURED CROP

1. In this contract an insured crop means an insurable crop in respect of which,

- (a) a plan has been established; and
- (b) an endorsement under such plan is in force.

EXTENT OF INSURANCE

2.—(1) The insured person shall offer for insurance all acreage seeded in each crop year to an insured crop on the farm or farms operated by him in Ontario, and, subject to subparagraph 2, this contract applies to all such acreage.

(2) This contract does not apply to acreage,

- (a) seeded to an insured crop that,
  - (i) was not adequately prepared for cropping purposes,



- (ii) was seeded after the final date prescribed for seeding in the plan,
- (iii) was seeded in an area to a variety of the insured crop not recommended for the crop year for that area in Publication No. 296 of the Department of Agriculture and Food of Ontario entitled "Field Crop Recommendations" unless otherwise provided in any plan or unless otherwise determined by the Commission from time to time,
- (iv) was seeded to an unlicensed variety of the insured crop, or
- (v) in the opinion of the Commission, is not insurable; or

(b) on which an insured crop is a volunteer crop.

#### CAUSES OF LOSS NOT INSURED AGAINST

3. This contract does not insure against, and no indemnity shall be paid in respect of a loss in production of an insured crop resulting from,

- (a) the negligence, misconduct or poor farming practices of the insured person or his agents or employees; or
- (b) a peril other than the perils designated in the plan for the insured crop.

#### MISREPRESENTATION, VIOLATION OF CONDITIONS OR FRAUD

4. Where, in respect of an insured crop, the insured person,

- (a) in his application for insurance or a final acreage report,
  - (i) gives false particulars of the insured crop to the prejudice of the Commission, or
  - (ii) knowingly misrepresents or fails to disclose any fact required to be stated therein;
- (b) contravenes a term or condition of the contract of insurance;
- (c) commits a fraud; or
- (d) wilfully makes a false statement in respect of a claim under the contract of insurance,

a claim by the insured person is invalid and his right to recover indemnity is forfeited.

#### WAIVER OR ALTERATION

5. No term or condition of this contract or of an endorsement shall be deemed to be waived or altered in whole or in part by the Commission unless the waiver or alteration is clearly expressed in writing signed by the Commission or a representative authorized for that purpose by the Commission.

#### INTEREST OF OTHER PERSONS

6. Notwithstanding that a person other than the insured person holds an interest of any kind in an insured crop, for the purposes of this contract,

- (a) the interest of the insured person in the insured crop is deemed to be the full value of the total guaranteed production; and
- (b) except as provided in paragraph 7, no indemnity shall be paid to any person other than the insured person.

#### ASSIGNMENT OF RIGHT TO INDEMNITY

7. The insured person may assign all or part of his right to indemnity under this contract in a crop year in respect of an insured crop but an assignment is not binding on the Commission and no payment of indemnity shall be made to an assignee unless,

- (a) the assignment is made on a form provided by the Commission; and
- (b) the Commission consents thereto in writing.

#### NOTICE OF LOSS OR DAMAGE

8.—(1) Where loss or damage to an insured crop results from one or more of the perils insured against and the insured person intends to abandon or destroy the insured crop, or to reseed or use the seeded acreage for another purpose, the insured person shall notify the Commission in writing of such intention and shall take no further action without the consent in writing of the Commission.

(2) Where loss or damage to an insured crop results from one or more of the perils insured against and the damage was occasioned at a readily ascertainable time, the insured person shall notify the Commission in writing within five days of such time.

(3) Where loss or damage to an insured crop results from one or more of the perils insured against and it appears, or ought reasonably to appear, to the insured person at any time after seeding and before the completion of harvesting of the insured crop that the potential production of the insured crop will be less than the total guaranteed production, the insured person shall, as soon as the loss or damage is apparent, notify the Commission in writing forthwith.



(4) Notwithstanding any notice given by the insured person under this paragraph, where on completion of harvesting of an insured crop,

- (a) the actual production is less than the total guaranteed production; and
- (b) the loss in production resulted from one or more of the perils insured against,

the insured person shall notify the Commission in writing within five days of completion of harvesting.

#### ABANDONMENT, DESTRUCTION OR ALTERNATE USE

9.—(1) No acreage seeded to an insured crop shall be put to another use and no insured crop shall be abandoned or destroyed until the Commission has appraised the potential production of the acreage.

(2) An appraisal made under subparagraph 1 shall not be taken into account in the final adjustment of loss where the insured person harvests the appraised acreage.

#### ADJUSTMENT OF LOSS

10.—(1) The indemnity payable for loss or damage to an insured crop shall be determined in the manner prescribed by the endorsement for the insured crop.

(2) The Commission may cause the production of an insured crop to be appraised by any method that it considers proper.

(3) The loss in respect of an insured crop and the amount of indemnity payable therefor shall be determined separately for each insured crop.

(4) No indemnity shall be paid for a loss in respect of an insured crop unless the insured person establishes,

- (a) the actual production obtained from the insured crop for the crop year; and
- (b) that the loss in production in the crop year resulted directly from one or more of the perils insured against.

#### PROOF OF LOSS

11.—(1) A claim for indemnity in respect of an insured crop shall be made on a proof of loss form provided by the Commission and shall be filed with the Commission not later than sixty days after,

- (a) the completion of harvesting of the insured crop; or
- (b) the end of the crop year in which the loss occurred,

whichever is the earlier.

(2) Subject to subparagraph 3, a claim for indemnity shall be made by the insured person.

(3) A claim for indemnity may be made,

- (a) in the case of the absence or inability of the insured person, by his agent; or
- (b) in the case of the absence or inability of the insured person or on his failure or refusal to do so, by an assignee under an assignment made in accordance with paragraph 7.

#### ARBITRATION

12. Where the Commission and the insured person fail to resolve any dispute respecting the adjustment of a loss under this contract, the matter shall be determined by arbitration in accordance with the regulations.

#### TIME FOR PAYMENT OF INDEMNITY

13.—(1) Except as otherwise provided in the endorsement for an insured crop, no indemnity under this contract becomes due and payable until the end of the crop year in which the loss or damage was sustained.

(2) Where the indemnity payable by the Commission under this contract is established by the filing of a proof of loss form or by an award of an arbitrator or board of arbitration, it shall be paid within sixty days of the receipt by the Commission of the proof of loss form or award, as the case may be.

(3) Nothing in this paragraph prevents the Commission from paying indemnity under this contract at an earlier date.

#### SUBROGATION

14. Where the Commission has paid a claim under this contract, the Commission is subrogated to the extent thereof to all rights of recovery of the insured person against any person and may bring action in the name of the insured person to enforce those rights.

#### RIGHT OF ENTRY

15. The Commission has a right of entry to the premises of the insured person that may be exercised by agents of the Commission at any reasonable time or times for any purpose related to the contract of insurance.

#### DEATH OR ASSIGNMENT UNDER THE BANKRUPTCY ACT

16. This contract terminates in respect of each insured crop at the end of the crop year in which

the death of the insured person occurs or an authorized assignment is made by him under the *Bankruptcy Act* (Canada).

NOTICE

17.—(1) Any written notice to the Commission shall be given by delivery thereof or by sending it by mail to the Commission.

(2) Written notice to the insured person shall be given by delivery thereof or by sending it by mail addressed to him at his last post office address on file with the Commission.

IN WITNESS WHEREOF The Crop Insurance Commission of Ontario has caused this contract of

insurance to be signed by its general manager but the same shall not be binding upon the Commission until countersigned by a duly authorized representative thereof.

Countersigned and dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_  
.....  
Duly Authorized                      General Manager  
Representative

O. Reg. 29/67, Form 1; O. Reg. 116/68, s. 1;  
O. Reg. 59/69, s. 1.

## REGULATION 157

### under The Crop Insurance Act (Ontario)

#### DESIGNATION OF INSURABLE CROPS

##### 1. In this Regulation,

(a) "corn" means hybrid corn planted for the purpose of harvesting as grain corn, but does not include seed corn or pop-corn;

(b) "forage" means the feed for live stock produced from corn, grasses and legumes, and

(i) fed as pasture, or

(ii) cut and stored as corn silage, hay or hay silage;

(c) "grain corn" means shelled corn or ear corn;

(d) "mixed grain" means any seed mixture that includes both oats and barley, the combined weight of which equals at least 75 per cent of the total, but the individual weights of either of which do not exceed 75 per cent of the total;

(e) "peas" means green peas produced in Ontario,

(i) for processing under a contract between a grower and a processor, and

(ii) on acreage specified in such contract.

(f) "spring grain" means,

(i) oats,

(ii) barley, and

(iii) mixed grain.

(g) "sweet corn" means sweet corn produced in Ontario,

(i) for processing under a contract between a grower and a processor, and

(ii) on acreage specified in such contract.

(h) "tomatoes" means tomatoes produced in Ontario,

(i) for processing under a contract between a grower and a processor, and

(ii) on acreage specified in such contract.  
O. Reg. 117/68, s. 1; O. Reg. 169/69, s. 1; O. Reg. 203/70, s. 1.

##### 2. The following agricultural crops are designated as insurable crops:

1. Apples.

2. Corn.

3. Corn Silage.

4. Forage.

5. Peas.

6. Potatoes.

7. Soybeans.

8. Spring Grain.

9. Sweet Corn.

10. Tomatoes.

11. White Beans.

12. Winter Wheat. O. Reg. 203/70, s. 2.



REGULATION 158

under The Crop Insurance Act (Ontario)

PREMIUM DISCOUNTS

1. In this Regulation,
- (a) "basic premium" means the premium payable by an insured person in a crop year as prescribed in a plan;
  - (b) "net premium" means the premium paid by an insured person in a crop year under a plan, where such premium has been reduced in the manner prescribed in this Regulation;
  - (c) "no claim year" means a crop year in which an insured person, in respect of a plan has,
    - (i) paid a premium, and
    - (ii) had no indemnity paid or payable to him in respect of that crop year that exceeds the premium paid by him in that crop year. O. Reg. 104/68, s. 1.
2. Subject to sections 3, 4, 5 and 6 where at the beginning of a crop year an insured person, commencing with the initial year in which he was insured under a plan, has accumulated the number of consecutive no claim years in respect of such plan set out in column 1 of the Table, the basic premium otherwise payable by him under such plan shall be reduced for that crop year by the percentage set opposite such number of years in column 2. O. Reg. 104/68, s. 2; O. Reg. 225/70, s. 1.
3. Notwithstanding section 2, the premium payable by an insured person in a crop year in respect of a plan shall be not less than the minimum premium prescribed in such plan. O. Reg. 104/68, s. 3.

4. Where in a crop year an insured person has, in respect of a plan,
- (a) paid a premium; and

- (b) had indemnity paid or payable to him exceeding the premium paid by him in such crop year,
- his premium for the next following crop year in which he pays a premium under such plan shall be the basic premium. O. Reg. 104/68, s. 4.
5. Where, pursuant to section 4, an insured person pays the basic premium prescribed in a plan in a crop year, that crop year shall be considered as the initial year in which he was insured under such plan for the purpose of accumulating the number of no claim years mentioned in section 2. O. Reg. 104/68, s. 5.
6. Unless otherwise provided in any plan, this Regulation applies to all plans established under *The Crop Insurance Act (Ontario)*. O. Reg. 225/70, s. 2.

TABLE

COLUMN 1	COLUMN 2
No. of no claim years	Percentage reduction
1	5%
2	10%
3	15%
4	20%
5 or more	25%

O. Reg. 104/68, Table.

## REGULATION 159

### under The Crown Timber Act

#### GENERAL

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "hardwood" means non-coniferous;
- (b) "lodged", when used in respect of a tree, means that by reason of other than natural causes the tree does not fall to the ground after being,
  - (i) partly or wholly separated from its stump, or
  - (ii) displaced from its natural position;
- (c) "long-butt", when used as a verb, means to cut a log of any length from a tree or from a log, and to not utilize it and, when used as a noun, has a corresponding meaning;
- (d) "M.B.M." means thousand feet board-measure;
- (e) "merchantable log" means,
  - (i) a log of which more than one-half of the total content is sound wood when the content is measured in cubic feet, or
  - (ii) a log of which more than one-third of the total content is sound wood when the content is measured in board feet;
- (f) "merchantable tree" means a standing tree containing one or more merchantable logs having a total content of sound wood that is equal to more than one-half of the content of all the logs in the tree;
- (g) "operating year" means the twelve-month period commencing on the 1st day of April in any year and ending on the 31st day of March in the following year;
- (h) "stumpage charges" means the price for Crown timber as determined under section 2, 3 or 5 of the Act, and includes Crown dues, if any, in respect of that timber whether the price is stated to be inclusive of Crown dues or is fixed without reference to Crown dues;

- (i) "stump height" means the vertical distance between the horizontal plane through the top of the stump and the horizontal plane through the highest point of the ground at its base. R.R.O. 1960, Reg. 69, s. 1.

#### CROWN CHARGES

2. The Crown dues to be paid in respect of each species of timber, other than damaged timber, cut under a licence are those fixed in Schedule 1. R.R.O. 1960, Reg. 69, s. 2.

3. The management charge to be paid in respect of a licensed area is \$2 annually for each square mile or fraction thereof of 100 per cent of the productive lands in the licensed area. R.R.O. 1960, Reg. 69, s. 3; O. Reg. 110/68, s. 1; O. Reg. 77/69, s. 1.

4. The forest protection charge to be paid in respect of a licensed area is \$25.60 annually for each square mile or fraction thereof of 100 per cent of the productive lands in the licensed area. R.R.O. 1960, Reg. 69, s. 4; O. Reg. 110/68, s. 2; O. Reg. 77/69, s. 2.

5.—(1) Management charges and forest protection charges are payable annually in advance, the first of which payments shall be made before the licence is issued, and subsequent payments shall be made on or before the 1st day of April in each year. O. Reg. 77/69, s. 3.

(2) Where an account for Crown charges under subsection 1 remains unpaid after the 30th day of April in any year, interest at the rate of 8 per cent per annum on the amount remaining unpaid from time to time in the overdue account shall be charged after that day. R.R.O. 1960, Reg. 69, s. 5 (2); O. Reg. 110/68, s. 3 (2); O. Reg. 219/69, s. 1.

6.—(1) Stumpage charges are payable,

- (a) on demand; or

- (b) on or before the due date on an account therefor sent to the licensee. R.R.O. 1960, Reg. 69, s. 6 (1); O. Reg. 219/69, s. 2 (1).

(2) Where stumpage charges remain unpaid after a demand therefor or after the due date on an account therefor sent to the licensee, interest at the rate of 8 per cent per annum on the amount remaining unpaid from time to time in the overdue account shall be charged after the day on which the demand was made or after the due date. O. Reg. 219/69, s. 2 (2).



7.—(1) Crown charges, other than those under sections 3, 4, 5 and 6, are payable on or before the due date on an account therefor sent to the licensee.

(2) Where Crown charges payable under subsection 1 remain unpaid after the due date on an account therefor sent to the licensee, interest at the rate of 8 per cent per annum on the amount remaining unpaid from time to time in the overdue account shall be charged after the due date. O. Reg. 219/69, s. 3.

#### TERMS AND CONDITIONS OF LICENCES

8. A licence, other than a licence granted under subsection 5 of section 2 or under section 5 of the Act, is issued on the terms and conditions set out in sections 9 to 12. R.R.O. 1960, Reg. 69, s. 8.

9.—(1) A licensee shall not erect, or permit or cause the erection of, any building on any part of a licensed area until he has received written notification that, in the opinion of the Minister under section 9 of the Act, exclusive possession of so much of the licensed area as will be covered by the building is necessary for incidental operations.

(2) When the buildings, other than those forming a logging camp or depot camp, are no longer required in respect of operations, the licensee shall move them off the licensed area. R.R.O. 1960, Reg. 69, s. 9.

10. Where an account for stumpage charges remains unpaid on the last day of the operating year next following the operating year in which those charges accrued, the licence is forfeited and the licensee shall deliver up the document to the Minister. R.R.O. 1960, Reg. 69, s. 10.

11. Where an account for management charge or forest protection charge remains unpaid on the 31st day of March next following the date on which it became payable, the licence is forfeited and the licensee shall deliver up the document to the Minister. O. Reg. 77/69, s. 4.

12. Notwithstanding forfeiture and delivery up under section 10 or 11, the licensee continues to be liable for all indebtedness in respect of,

(a) Crown charges accrued at the date of forfeiture or delivery up of the licence, whichever is the later; and

(b) Crown charges for which account is rendered after that date. R.R.O. 1960, Reg. 69, s. 12.

13. Where Crown timber cut under a licence prescribing a price therefor based on a cubic foot is measured in cords, the prescribed price shall be converted to a price based on a cord by multiplying the prescribed price,

(a) by 85, where the Crown timber is measured in stacks of unpeeled wood; or

(b) by 100, where the Crown timber is measured in stacks of peeled wood. O. Reg. 110/68, s. 6.

14. Where Crown timber cut under a licence prescribing a price therefor based on a cord is measured in cubic feet, the prescribed price shall be converted to a price based on a cubic foot by dividing the prescribed price,

(a) by 85, where the prescribed price was determined on the basis that the Crown timber would be measured in stacks of unpeeled wood; or

(b) by 100, where the prescribed price was determined on the basis that the Crown timber would be measured in stacks of peeled wood. O. Reg. 110/68, s. 6.

#### TRANSFER FEES

15. The fees to be paid on the transfer of a licence are, where the productive lands included in the licence comprise,

(a) not more than two square miles, \$10;

(b) more than two square miles but not more than ten square miles, \$5 for each square mile or fraction thereof;

(c) more than ten square miles but not more than fifty square miles,

(i) \$50, and

(ii) an additional \$2 for each square mile or fraction thereof in excess of ten; and

(d) more than fifty square miles,

(i) \$130, and

(ii) an additional \$1 for each square mile or fraction thereof in excess of fifty. R.R.O. 1960, Reg. 69, s. 13; O. Reg. 110/68, s. 7.

#### CLASSIFICATION AND LICENCES OF MILLS

16.—(1) In this section "capacity" means the quantity of product that a mill can produce in eight consecutive hours of operation under normal conditions.

(2) Mills are classified by the types designated by capital letters set out in column 1 of Schedule 2 according to the product and capacity of the mill



set out in columns 2 and 3. R.R.O. 1960, Reg. 69, s. 14 (1, 2).

(3) The fee for a licence for a mill of a type itemized in column 1 of Schedule 2 is the fee prescribed opposite thereto in column 4, and where a mill is classified by more than one type, the fee for the licence for such mill is the total of the fees prescribed for each type by which such mill is classified. O. Reg. 110/68, s. 8 (1).

(4) The fee for a mill licence shall be paid before the mill licence is issued and thereafter on or before the 1st day of April in each year during the term of the licence. O. Reg. 110/68, s. 8 (2).

(5) Where the holder of a mill licence fails to pay the fee therefor in the manner prescribed by subsection 4, the licence shall be deemed cancelled until the fee therefor is paid. O. Reg. 110/68, s. 8 (2).

17.—(1) A person desiring a mill licence shall make application therefor in Form 1.

(2) A mill licence shall be in Form 2. R.R.O. 1960, Reg. 69, s. 15 (1, 2).

(3) A mill licence expires with the 31st day of March in the year noted on the licence. O. Reg. 110/68, s. 9.

18.—(1) A person desiring to transfer a mill licence shall apply to the Minister for his consent to the transfer.

(2) An application shall be in Form 3.

(3) A transfer shall be in Form 4. R.R.O. 1960, Reg. 69, s. 16.

19.—(1) The holder of a mill licence shall make a return to the Minister on or before the 31st day of March in each year during the term of the licence for the immediately preceding year. O. Reg. 110/68, s. 10.

(2) A return by a mill licensee shall be in Form 5. R.R.O. 1960, Reg. 69, s. 17 (2).

20.—(1) Periodical inspection of mills shall be made at least once in each year at such times and by such officers or agents as the Minister may direct. R.R.O. 1960, Reg. 69, s. 18 (1), *amended*.

(2) The licensee shall give to the inspecting officer or agent all information and assistance necessary for a proper inspection. R.R.O. 1960, Reg. 69, s. 18 (2).

#### WASTEFUL PRACTICES

21.—(1) In this section "heavy-branching" means the lowest part of a tree where the growth of branches is so concentrated that the timber in that

part is not marketable. R.R.O. 1960, Reg. 69, s. 19 (1).

(2) Wasteful practices in forest operations are defined as,

(a) felling a tree of any species so that its stump height is greater than twelve inches except that, subject to subsection 5, a tree may be felled so that its stump height is not greater than its diameter measured outside the bark at the point of cutting;

(b) subject to subsection 6, not utilizing every sound straight log,

(i) measuring three feet or more in length and nine inches or more in diameter outside the bark at the smaller end, obtainable from a felled hardwood tree,

(ii) measuring three feet or more in length and eight inches or more in diameter outside the bark at the smaller end, obtainable from a felled white pine, red pine or hemlock tree, or

(iii) measuring four feet or more in length and four inches or more in diameter outside the bark at the smaller end, obtainable from a felled spruce, balsam or jack pine tree;

(c) not utilizing every merchantable log that is eight feet or more in length,

(i) measuring nine inches or more in diameter outside the bark at the smaller end, obtainable from a felled hardwood tree,

(ii) measuring eight inches or more in diameter outside the bark at the smaller end, obtainable from a felled white pine, red pine or hemlock tree, or

(iii) measuring four inches or more in diameter outside the bark at the smaller end, obtainable from a felled spruce, balsam or jack pine tree;

(d) long-butting a merchantable log as defined in subclause i of clause e of section 1, where more than one-half of the sawn surface of the end of the log from which the long-butt is cut is sound;

(e) long-butting a merchantable log as defined in subclause ii of clause e of section 1, where more than one-third of the sawn surface of

the end of the log from which the long-butt is cut is sound;

- (f) leaving any merchantable trees that the licensee has the right to cut standing on any part of a licensed area at the time when,
  - (i) he ceases operations in respect of that part,
  - (ii) he abandons his licence, or
  - (iii) he fails to renew his licence; or
- (g) leaving trees lodged where cutting operations have been carried on in the licensed area. R.R.O. 1960, Reg. 69, s. 19 (4); O. Reg. 110/68, s. 11 (2).

(3) No tree shall be felled so that its stump height is greater than twenty-four inches.

(4) Clause *b* of subsection 2 does not apply to a log referred to,

- (a) in subclause *i* of that clause, where that log is separated by heavy-branching or by an unmerchantable log from a log that has been cut from the tree; or
- (b) in subclause *ii*, or *iii*, of that clause, where that log is separated by an unmerchantable log from a log that has been cut from the tree. R.R.O. 1960, Reg. 69, s. 19 (5, 6).

22. The penalties that may be imposed for contraventions of subsection 2 of section 21 are,

- (a) for a contravention of clause *a*, \$1 for each stump;
- (b) for a contravention of clause *b*, the sum of money equal to twice the amount of the stumpage charges for the volume of wood not utilized;
- (c) for a contravention of clause *c*, the sum of money equal to twice the amount of the stumpage charges for the volume of wood not utilized;
- (d) for a contravention of clause *d* or *e*, the sum of money equal to the amount of the stumpage charges for the volume of wood in the long-butt;
- (e) for a contravention of clause *f*, \$2 for each tree left standing; and
- (f) for a contravention of clause *g*, \$5 for each lodged tree. R.R.O. 1960, Reg. 69, s. 20.

SCALERS' LICENCES

23.—(1) A scaler's licence shall be in Form 6.

(2) An application for a renewal of a scaler's licence shall be in Form 7.

(3) A renewal of a scaler's licence shall be in Form 8.

(4) A special permit shall be in Form 9. R.R.O. 1960, Reg. 69, s. 21 (1-4).

(5) Subject to subsection 6, the fee payable for a scaler's licence, a renewal of a scaler's licence or a special permit is \$1. O. Reg. 117/64, s. 1, *part*.

(6) The fee payable for,

- (a) a scaler's licence;
- (b) a renewal of a scaler's licence; or
- (c) a special permit,

issued on or after the 1st day of April, 1965 shall be \$3. O. Reg. 117/64, s. 1, *part*.

SEIZURE

24. An officer or agent may effect a seizure of timber under section 20 of the Act by securing in a prominent place on the timber a notice of seizure in Form 10. R.R.O. 1960, Reg. 69, s. 22.

Schedule 1

CROWN DUES

1. For saw-logs from timber of the following species, when measured in board feet:

(i) Ash, bass-wood, cherry, elm, maple, oak or yellow birch, for each M.B.M. ....	\$5.00
(ii) Beech, poplar, white birch or other hardwoods except those in sub-item <i>a</i> , for each M.B.M. .	1.50
(iii) Balsam, jack pine or spruce, for each M.B.M. ....	4.00
(iv) Cedar, hemlock or tamarack, for each M.B.M. ....	3.00
(v) Red pine or white pine, for each M.B.M. ....	5.00

2. For saw-logs or pulpwood from timber of the following species, when measured in cubic feet:

- (i) Balsam, cedar, hemlock or tamarack, for each cubic foot. . 1.65 cents



(ii) Jack pine, for each cubic foot .	2.35 cents	5. For boom timbers, piling or poles from any species of timber, in pieces containing,	
(iii) Poplar or other hardwoods, for each cubic foot.....	.6 cents	(a) not more than 10 cubic feet, for each cubic foot.....	3 cents
(iv) spruce, red pine or white pine, for each cubic foot.....	3.3 cents	(b) more than 10 cubic feet but not more than 20 cubic feet, for each cubic foot.....	4 cents
3. For unpeeled pulpwood from timber of the following species, when measured in cords:		(c) more than 20 cubic feet but not more than 30 cubic feet, for each cubic foot.....	5 cents
(i) Balsam or other conifers except jack pine and spruce, for each cord.....	\$1.40	(d) more than 30 cubic feet, for each cubic foot.....	6 cents
(ii) Jack pine, for each cord.....	2.00	6. For fuelwood from any species of timber for each cord.....	50 cents
(iii) Poplar or other hardwoods, for each cord.....	.50	7. Subject to paragraph 8 for posts, from any species of timber, for each lineal foot.....	1 cent
(iv) Spruce, for each cord.....	2.80	8. For posts, from any species of timber, less than 4 inches in diameter at the top end and less than 7 feet in length,	
4. For peeled pulpwood from timber of the following species, when measured in cords:		(a) for each post.....	.25 cents
(i) Balsam or other conifers except jack pine and spruce, for each cord.....	\$1.65	(b) for each cord.....	\$2.00
(ii) Jack pine, for each cord.....	2.35	9. For railway cross-ties from any species of timber, each.....	15 cents
(iii) Poplar or other hardwoods, for each cord.....	.60		
(iv) Spruce, for each cord.....	3.30		

R.R.O. 1960, Reg. 69, Sched. 1; O. Reg. 110/68, s. 14.

Schedule 2

CLASSIFICATION OF, AND LICENCE FEES FOR, MILLS

Item No.	COLUMN 1	COLUMN 2	COLUMN 3	Column 4
	Type	Product	Capacity	Fees
1	A	laths	any quantity	\$ 1
2	B	pickets	any quantity	1
3	C	shingles	any quantity	1
4	D	staves	any quantity	1
5	E	headings and hoops	any quantity	1
6	F	ties	any quantity	1
7	G	pulp	not more than 50 tons	5
8	H	pulp	more than 50 tons	50
9	I	lumber and/or chips	not more than 10 M.B.M.	1
10	J	lumber " "	more than 10 M.B.M. but not more than 50 M.B.M.	3
11	K	lumber " "	more than 50 M.B.M.	10
12	L	veneer	not more than 10,000 square feet of veneer	1
13	M	veneer	more than 10,000 square feet, but not more than 50,000 square feet, of veneer	3
14	N	veneer	more than 50,000 square feet of veneer	10



Form 1

The Crown Timber Act

APPLICATION FOR A MILL LICENCE

To: The District Forester,  
Department of Lands and Forests,  
....., Ontario.

The undersigned applies for a mill licence under *The Crown Timber Act* and submits the following information:

1. Name of applicant.....  
(print in block letters)
2. Post office address.....
3. Location of mill.....  
(lot, concession, township, and county or district)
4. If the mill is on patented lands,  
(a) Name of landowner.....  
(print in block letters)  
(b) Post office address.....
5. If the mill is on public lands:  
Authority for occupation.....  
(state if lease, licence of occupation, sale or free-grant location, and give date and number)
6. If the applicant is a Crown timber licensee, give the licence number, area of productive lands and term of each Crown timber licence held:.....  
.....
7. Purpose(s) for which this application is made: (strike out all items not applicable)  
(i) Constructing a mill  
(ii) Operating a mill  
(iii) Increasing the productive capacity of a mill  
(iv) Converting an existing mill into the type(s) of mill indicated in item 7.
8. Type(s)\* of mill for which the mill licence is desired:  
.....  
.....  
.....
9. Have you previously held a mill licence?.....  
(answer "yes" or "no")

10. If the answer to item 9 is "yes", give the number and date of the last mill licence issued to you  
.....  
(number) (date)

11. Herewith remittance for \$.....for the prescribed fee(s).  
Date of application.....  
Signature of applicant.....

\*NOTE: For types of mills, see section 16 (2) and Schedule 2.

FOR DEPARTMENTAL USE ONLY	
DISTRICT.....	
MILL-SITE:	
Patented <input type="checkbox"/>	Unpatented <input type="checkbox"/>
Fee paid \$.....	
Receipt No.....	

R.R.O. 1960, Reg. 69, Form 1; O. Reg. 333/63, s. 2; O. Reg. 110/68, s. 12.

Form 2

*The Crown Timber Act*

MILL LICENCE

LICENCE FEE \$..... NO.....

Under *The Crown Timber Act* and the regulations, and subject to the limitations thereof, this licence is granted  
to.....  
of.....  
to.....a Type.....mill located on.....  
lands at.....  
.....  
Issued at Toronto the.....of....., 19....

.....  
Minister of Lands and Forests

This licence expires with the 31st day of March, 19....

Form 3

The Crown Timber Act

APPLICATION FOR CONSENT TO TRANSFER A MILL LICENCE

To: The Minister of Lands and Forests,  
Parliament Buildings,  
Queen's Park,  
Toronto, Ontario.

Under *The Crown Timber Act* and the regulations, the undersigned apply for your consent to the transfer, from the undersigned transferor to the undersigned transferee, of Mill Licence No. .... issued to ..... (name of mill licensee)

the ..... of ..... 19...., to ..... a Type ..... mill located on ..... lands at .....

Dated the ..... of ..... 19....

..... (name of transferor) ..... (name of transferee)

By ..... (signature) By ..... (signature)

..... (official capacity) ..... (official capacity)

R.R.O. 1960, Reg. 69, Form 3.

Form 4

The Crown Timber Act

TRANSFER OF A MILL LICENCE

FOR VALUE RECEIVED, and subject to the consent of the Minister under the Act and the regulations, the undersigned transferor being the holder of Mill Licence No. .... issued the ..... day of ..... 19...., to ..... a Type ..... mill located on ..... lands at .....

TRANSFERS that licence to ..... (name of transferee)

..... (postal address of transferee)

Dated at ..... the ..... of ..... 19....

..... (name of transferor)

By ..... (signature)

..... (official capacity)



CONSENT OF MINISTER

Under the Act and the regulations I consent to the above-written transfer.

Given at Toronto the.....of....., 19....

.....  
Minister of Lands and Forests

R.R.O. 1960, Reg. 69, Form 4.

Form 5

The Crown Timber Act

RETURN BY A MILL LICENSEE FOR THE YEAR 19....

1. Licence—Name of licensee.....  
Serial number and date of licence.....
2. Location of mill.....  
(lot, concession, township, and county or as the case may be)
3. Timber on hand and not milled on the 1st day of January in the year for which this return is made:  
unsawn logs.....containing....., pulpwood.....  
(pieces) (M.B.M.) (cords)
4. From the 1st day of January to the 31st day of December in the year for which this return is made, the following quantities of timber were received at this mill (logs shown in M.B.M., pulpwood shown in cords):

SPECIES	From Lands in Ontario		From other Sources	
	Crown timber	Other timber	Province or State	Quantity
Red Pine and White Pine.....	.....	.....	.....	.....
Jack Pine.....	.....	.....	.....	.....
Spruce.....	.....	.....	.....	.....
Balsam.....	.....	.....	.....	.....
Hemlock.....	.....	.....	.....	.....
Birch.....	.....	.....	.....	.....
Maple.....	.....	.....	.....	.....
Poplar.....	.....	.....	.....	.....
Other Species (Specify)	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
TOTALS	.....	.....	.....	.....

5. Timber on hand and not milled on the 31st day of December in the year for which this return is made:

unsawn logs.....containing....., pulpwood.....  
(pieces) (M.B.M.) (cords)

6. From the 1st day of January to the 31st day of December in the year for which this return is made the following quantities of products were processed:

LUMBER		PULP		OTHER PRODUCTS	
Species	M.B.M. Mill-scale	Type	Tons	Type	Quantity
Red Pine and White Pine.....		Ground-wood.....			
Jack Pine.....		Sulphite.....			
Spruce.....		Sulphate.....			
Balsam.....		Soda.....			
Hemlock.....					
Birch.....					
Maple.....					
Poplar.....					
Others (Specify)		(Specify others)			
TOTALS					

7. If any of the pulp was processed into paper products at a paper-mill in conjunction with this mill, state:

Kind of paper product	No. of tons
News-print.....	

8. Number of days the mill was operated during the year for which this return is made.....

9. Average number of men employed daily during operations.....

.....  
(date) (signature of mill licensee)

Form 6

*The Crown Timber Act*

SCALER'S LICENCE

LICENCE FEE \$.....

No.....

(signature of licensed scaler)

Under *The Crown Timber Act* and the regulations, and subject to the limitations thereof, this licence is issued

to.....

of.....

to measure.....

Date....., 19.....

Minister of Lands and Forests

Note: This licence expires on the 31st day of March, 19....

R.R.O. 1960, Reg. 69, Form 6; O. Reg. 117/64, s. 2.

Form 7

*The Crown Timber Act*

APPLICATION FOR RENEWAL OF SCALER'S LICENCE

I,.....

(name of applicant, in block letters)

of.....

(post office address)

apply to the Minister for a renewal of the Scaler's Licence, No.....dated.....

19...., issued to me to measure.....

Date of application....., 19....

Signature of applicant.....

R.R.O. 1960, Reg. 69, Form 7.

(signature of licensed scaler)

Form 8

*The Crown Timber Act*

RENEWAL OF SCALER'S LICENCE

LICENCE FEE \$.....

No.....

Under *The Crown Timber Act* and the regulations, and subject to the limitations thereof, Scaler's

Licence No.....dated....., 19...., issued to.....



of.....to measure.....is renewed.  
Issued at Toronto the.....day of....., 19....

.....  
Minister of Lands and Forests

NOTE: This renewal expires on the 31st day of March, 19....

R.R.O. 1960, Reg. 69, Form 8; O. Reg. 117/64, s. 3.

**Form 9**

*The Crown Timber Act*

**SPECIAL PERMIT**

FEE \$..... No.....

Under *The Crown Timber Act* and the regulations, and subject to the limitations thereof, this special permit is issued

to.....

of.....

to measure.....

until the.....of....., 19....

Issued at Toronto the.....of....., 19....

.....  
Minister of Lands and Forests

R.R.O. 1960, Reg. 69, Form 9.

**Form 10**

*The Crown Timber Act*

**NOTICE OF SEIZURE OF TIMBER**

TAKE NOTICE that, under section 20 of *The Crown Timber Act* and the regulations, seizure has this day been made of the following timber:

.....  
.....  
.....

located at.....  
(give details as to location as accurately as practicable)

in .....  
(city, town, village, or township, county or district)

Dated the ..... of ..... , 19....  
(day) (month)

at ..... , Ontario.

.....  
(an officer or agent under the Act)

- NOTE 1: Clause *g* of subsection 1 of section 47 of the Act provides: "Every person who interferes with any officer or agent who seizes timber under this Act, is liable to a penalty of not less than \$100 and not more than \$500".
- NOTE 2: Clause *h* of subsection 1 of section 47 of the Act provides: "Every person who removes or attempts to remove or interferes or attempts to interfere with any timber or any product manufactured therefrom after it has been seized under this Act, is liable to a penalty of not less than \$100 and not more than \$500".





## REGULATION 160

### under The Day Nurseries Act

#### GENERAL

1. In this Regulation, "supervisor" means a person, approved by the Director, who plans and directs the program of a day nursery and who is directly in charge of the children. O. Reg. 297/67, s. 1.

#### BUILDING AND ACCOMMODATION

2.—(1) Every building used as a day nursery shall be constructed and used so that it complies with,

- (a) the laws affecting the health of inhabitants of the municipality or the reserve of a band, as the case may be, in which the day nursery is located;
- (b) any rule, regulation, direction or order of the local board of health and any direction or order of the local medical officer of health;
- (c) any by-law of the municipality in which the day nursery is located or any by-law of the council of the band on the reserve on which the day nursery is located, as the case may be, and any other law for the protection of persons from fire hazards; and
- (d) any restricted area, standard of housing or building by-law passed by the municipality in which the day nursery is located pursuant to Part III of *The Planning Act* or any predecessor thereof and, where the day nursery is located on the reserve of a band, any by-law of the council of the band on the reserve to regulate the construction, repair or use of buildings. O. Reg. 297/67, s. 2 (1); O. Reg. 284/70, s. 1.

(2) No premises shall be used as a day nursery until a letter from the local fire chief has been received by the Director certifying that the premises meet all the requirements of any statute, regulation or by-law relating to the protection from fire of persons using the premises. O. Reg. 297/67, s. 2 (2).

3. Before a new building is erected or an existing building is used or altered or renovated for use as a day nursery, the plans thereof shall be approved by the Director and provision in the building shall be made for,

- (a) adequate space for play, toilet, washing, dressing, eating and resting;
- (b) adequate facilities and space for,
  - (i) the preparation of food,
  - (ii) an office,
  - (iii) a room for the supervising staff, and
  - (iv) the temporary isolation of children;
- (c) adequate storage space for food, beds, bedding, cleaning equipment and medical supplies;
- (d) a compact layout of the rooms conducive to easy supervision of children, but avoiding unnecessary halls and corridors;
- (e) a minimum playroom space for every child in attendance of thirty square feet of floor space and 250 cubic feet of air space;
- (f) a minimum of one sleeping room in addition to playroom space for every ten children in attendance under two years of age;
- (g) a minimum of two separate playrooms where more than twenty-five children from two to six years of age, both inclusive, are in attendance;
- (h) a minimum of two further separate playrooms where more than thirty children from six to nine years of age, both inclusive, are in attendance;
- (i) adequate ventilation, lighting and heating of all rooms;
- (j) walls, ceilings and floors to be finished in attractive colours and with materials that are easily washable;
- (k) adequate protection for children in respect of exits, radiators or other heating equipment and other hazards;
- (l) the location of all rooms for the use of children under six years of age on or below the second storey; and
- (m) the location of all rooms for the use of children six to nine years of age, both inclusive, on or below the third storey. O. Reg. 297/67, s. 3; O. Reg. 284/70, s. 2.

4. Every playground of a day nursery shall,

- (a) have a minimum play space,
  - (i) of forty square feet separated from the play space of older children for each child under two years of age in attendance,
  - (ii) of sixty square feet for each child from two to six years of age, both inclusive, in attendance, and
  - (iii) of seventy-five square feet for each child from six to nine years of age, both inclusive, in attendance;
- (b) be fenced on all sides and furnished with gates equipped with bolts or catches;
- (c) be suitably surfaced and drained;
- (d) be of such shape as to make constant supervision of the children possible; and
- (e) be maintained in a safe and sanitary condition. O. Reg. 297/67, s. 4.

EQUIPMENT AND FURNISHINGS

5. The equipment and furnishings of a day nursery shall include,

- (a) where there are children under two years of age enrolled,
  - (i) at least one flush toilet or hospital service sink and a table or counter space for dressing for every ten children in that age group in attendance,
  - (ii) adequate storage facilities clearly marked with the child's name for the needs of every child in that age group, and
  - (iii) a crib on wheels clearly marked with the child's name for every child in that age group;
- (b) where there are children from two to six years of age, both inclusive, enrolled,
  - (i) at least one wash basin and flush toilet for every fifteen children in that age group in attendance with a step if necessary to make them accessible to the children, and
  - (ii) a separate cot clearly marked with the child's name for every child in this age group in attendance for a full day session;

- (c) where there are children from six to nine years of age, both inclusive, enrolled,

- (i) separate washrooms for the boys and girls in that age group and at least one flush toilet and wash basin in each washroom for every fifteen children in that age group in attendance, but a urinal may be substituted for one flush toilet in the boys' washroom where more than one such toilet is required, and
  - (ii) a separate cot or resting pad of adequate thickness, each clearly marked with the child's name, for every child in that age group in attendance for a full day session;
- (d) tables and chairs of a size suitable for the children enrolled;
- (e) cupboard space to make play equipment easily accessible to the children;
- (f) play materials and equipment in sufficient quantity for the number of children enrolled and of a type suitable for the ages of the children enrolled;
- (g) individual washcloths, towels and combs;
- (h) individual drinking cups;
- (i) individual cubicles or hooks arranged in such a manner that each child's clothing can be kept separate and within easy reach of the child;
- (j) moisture-resistant material to cover mattresses;
- (k) washable covers for canvas cots;
- (l) sufficient blankets to maintain adequate warmth for the children during the rest period;
- (m) suitable furnishings in the office and staff room for the efficient administration of the nursery and adequate comfort of the staff; and
- (n) a cot, child's table and chair in the isolation room. O. Reg. 297/67, s. 5.

MAINTENANCE

6. The operator shall ensure that the day nursery,

- (a) is kept in a clean and sanitary condition;
- (b) is swept and dusted at times when the rooms are not occupied by the children;



- (c) is kept in a good state of repair in respect of premises and equipment; and
- (d) is adequately lighted and ventilated while being used by the children. O. Reg. 297/67, s. 6.

#### ENROLMENT AND RECORDS

7.—(1) The maximum number of children enrolled in a day nursery shall be determined by the available space and number of staff required by this Regulation.

(2) The operator shall keep on the premises of the day nursery records maintained up to date and available for inspection at all times that shall include in respect of every child enrolled in the day nursery,

- (a) the name, home address and date of birth of the child;
- (b) the names and home address of the parents or guardian of the child;
- (c) the place at which a parent or guardian can be reached in case of emergency during the hours when the child is in the care of the day nursery;
- (d) the date of admission of the child;
- (e) the date of discharge of the child;
- (f) particulars of the daily attendance of the child;
- (g) particulars of the nutrition and monthly growth of every child who is under two years of age;
- (h) measurement of the height and weight of the child;
- (i) a record of the child's previous communicable diseases and immunization;
- (j) recommendations for any necessary medical treatment;
- (k) any special requirements in respect of diet, rest or exercise; and
- (l) the name and address of the family physician of the child. O. Reg. 297/67, s. 7.

#### DAILY PROCEDURE

8.—(1) The operator shall establish a daily time-table for programs suited to the ages of the children in attendance and such time-tables shall be consistently followed.

(2) The time-table shall be available for inspection at all times and shall list the program of outdoor and indoor play, toilet and washroom routine, and meal and rest periods.

(3) The daily program for the children in the day nursery shall be conducted so that,

- (a) each child in attendance under the age of two years plays or sleeps outdoors for at least two hours when the weather is suitable unless otherwise advised by a physician;
- (b) each child from two to nine years of age, both inclusive, in attendance for a full day session plays outdoors for at least two hours unless otherwise advised by a physician and has a rest period of at least one hour;
- (c) children not yet able to walk are separated during play periods from other children;
- (d) children from two to five years of age, both inclusive, in attendance are separated during play periods from older children;
- (e) children in attendance are not at any time to be left without staff supervision;
- (f) corporal punishment of the children is not permitted; and
- (g) it conforms with any other standards established by the Director. O. Reg. 297/67, s. 8.

#### NUTRITION

9.—(1) The operator shall provide,

- (a) nourishment for any child under two years of age attending the day nursery in accordance with written instructions from his parent or guardian respecting his diet;
- (b) a mid-day meal consisting of a hot lunch for children from six to nine years of age, both inclusive, who attend the day nursery for more than six hours in a day;
- (c) a mid-day meal consisting of a full-course hot dinner for children from two to five years of age, both inclusive, who attend the day nursery for more than six hours in a day; and
- (d) nourishing food at such other times or intervals as the Director may require for any child two years of age and older attending the day nursery.

(2) The preparation of food for the children attending a day nursery shall be under the supervision of a person having knowledge of the nutritional needs and proper eating habits of young children.



(3) Menus for the children attending a day nursery shall be prepared at least one week in advance and shall be available for inspection at any time. O. Reg. 297/67, s. 9.

#### HEALTH AND MEDICAL SUPERVISION

10.—(1) Before his admission to a day nursery and from time to time thereafter a child shall be given immunization as required by the local medical officer of health.

(2) A daily inspection of every child in the day nursery shall be made before the child begins to associate with other children by a person familiar with the children and competent to recognize the symptoms of communicable disease and ill-health.

(3) If a child in a day nursery develops symptoms of illness he shall be isolated from the other children, in a separate room reserved for the purpose, until he can be examined by a legally qualified medical practitioner or safely removed.

(4) Where a serious accident or illness occurs to a child in a day nursery the supervisor shall forthwith,

(a) obtain all necessary medical assistance; and

(b) notify the parent or guardian of the child.

(5) The operator shall keep at the day nursery a first-aid kit readily available for emergency treatment and fully stocked as approved by the Director.

(6) The operator shall permit at any time inspection of the day nursery by the local medical officer of health or any person designated by him and recommendations made for the health and nutrition of a child shall be carried out by the staff of the day nursery. O. Reg. 297/67, s. 10, *revised*.

#### FIRE DRILL AND EMERGENCY INFORMATION

11. The operator shall ensure that,

(a) a procedure approved by the local fire chief is established and followed in the case of

fire, and the procedure shall include the duties of each member of the staff;

(b) the staff and children of the day nursery are instructed in the procedure established under clause *a*, the procedure is posted in a conspicuous place in the day nursery, and a written record is kept of fire drills and inspections, and tests of fire equipment; and

(c) addresses and telephone numbers of staff members, substitute staff, the local medical officer of health, a physician, a taxi, an ambulance, a hospital, the fire department and police department, and other emergency information are listed on a card posted in an accessible place in the day nursery. O. Reg. 297/67, s. 11.

#### STAFF

12.—(1) Every day nursery shall have a supervisor who, in the opinion of the Director,

(a) is sympathetic to the welfare of children;

(b) has a specialized knowledge of and adequate experience in the methods of child guidance suited to the ages of children eligible for enrolment; and

(c) is suitable in respect of age, health and personality to occupy the position.

(2) In addition to the supervisor the operator shall employ, for the supervision of the children enrolled in the day nursery, a staff having specialized knowledge and adequate experience in the methods of child guidance for the ages of the children supervised.

(3) The number of staff, including the supervisor, required for the supervision of the children in a day nursery shall be determined in accordance with the following Schedule, except where the Director authorizes a change in the required number:

Schedule

NUMBER OF STAFF REQUIRED FOR SUPERVISION OF CHILDREN

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
Number of children and age group	Part-day Session	Full-day Session	Part-day Program during school year	Full-day Program during vacation and holidays
Up to 10 children under 18 months of age	2	2		
Up to 14 children 18 to 24 months of age, both inclusive	2	2		
Up to 15 children 2 to 4 years of age, both inclusive	2	3		
16 to 34 children 2 to 4 years of age, both inclusive	3	4		
35 to 45 children 2 to 4 years of age, both inclusive	4	5		
Up to 25 children 5 years of age	2	3		
26 to 35 children 5 years of age	2	3		
36 to 45 children 5 years of age	2	4		
Up to 30 children 6 to 9 years of age, both inclusive			2	3
30 to 50 children 6 to 9 years of age, both inclusive			3	4

(4) There shall be two adults in attendance on the premises of a day nursery at all times while there are four or more children in the day nursery under six years of age.

(5) Every member of the supervisory and house-keeping staff of a day nursery, before commencing his employment and thereafter, as may be required by the medical officer of health, shall be medically examined by a legally qualified medical practitioner and shall obtain from him a certificate that he is free from communicable diseases and in particular that he has had a chest X-ray that shows negative for tuberculosis.

(6) The operator shall ensure that every certificate obtained under subsection 5 is filed in the day nursery. O. Reg. 297/67, s. 12, revised.

FINANCIAL RECORDS AND RETURNS

13.—(1) Every operator shall keep adequate financial records for any day nursery operated by him.

(2) The financial records of a day nursery shall show at least the,

- (a) assets;
- (b) liabilities;
- (c) income;
- (d) expenses; and
- (e) accumulated surplus and deficit,

of the day nursery. O. Reg. 297/67, s. 13 (1, 2).



(3) An application for the monthly payment of the subsidy by Ontario under section 3 of the Act shall be in Form 1 and shall be forwarded to the Minister by a municipality or by the council of a band before the 20th day of the month next following. O. Reg. 297/67, s. 13 (3); O. Reg. 284/70, s. 3.

#### COMPUTATION OF PROVINCIAL GRANT

##### 14.—(1) In this section,

- (a) "dependent child" means a child who resides with a parent and is dependent upon the parent for support and maintenance;
- (b) "liquid assets" means cash, bonds, debentures, stocks, the beneficial interest in assets held in trust and available to be used for maintenance, and any other assets that can be readily converted into cash;
- (c) "parent" means a person with whom a dependent child resides and upon whom the child is dependent for support and maintenance;
- (d) "person in need" means,
  - (i) a person eligible for a benefit under *The Family Benefits Act*,
  - (ii) a person eligible for general assistance under *The General Welfare Assistance Act*, or
  - (iii) subject to subsections 2 and 3, a person who by reason of financial hardship, inability to obtain regular employment, lack of the principal family provider, illness, disability or old age, has available daily income as determined by the welfare administrator in accordance with Form 7, that is less than the per diem cost of providing day nursery services to his dependent child or dependent children;
- (e) "welfare administrator" means a municipal welfare administrator appointed under *The General Welfare Assistance Act*. O. Reg. 297/67, s. 14 (1); O. Reg. 123/68, s. 1 (1-3); O. Reg. 284/70, s. 4 (1, 2); O. Reg. 394/70, s. 1 (1).

(2) In determining a person in need for the purpose of this section there may be excluded in determining available income an exemption on net earnings not exceeding an amount equal to twenty-five per cent of the monthly net earnings of the person and the monthly net earnings of his dependants who are adults. O. Reg. 123/68, s. 1 (4); O. Reg. 394/70, s. 1 (2).

(3) In determining a person in need for the purpose of this section the welfare administrator shall take into account the liquid assets that are available. O. Reg. 123/68, s. 1 (4).

(4) For the purpose of computing the subsidy payable by Ontario to a municipality under clause b of subsection 1 of section 3 of the Act, the cost to a municipality under an agreement entered into under subsection 3 of section 2 of the Act shall be the net monthly expenditure, determined in accordance with Form 8, made by the municipality under an agreement to furnish day nursery services to any dependent child whose parent is a person in need. O. Reg. 297/67, s. 14 (4); O. Reg. 123/68, s. 1 (5); O. Reg. 284/70, s. 4 (3).

15. For the purpose of computing the subsidy payable by Ontario to a municipality under clause a of subsection 1 of section 3 of the Act, or to a band under subsection 2 of section 3 of the Act, the monthly cost to the municipality or the band, as the case may be, for the operation, maintenance and renovation of a licensed day nursery shall be the total monthly expenditure determined in accordance with Form 8. O. Reg. 284/70, s. 5.

#### LICENCES

16.—(1) A licence to operate a day nursery shall be in Form 2.

(2) An application for a licence in Form 2 or a renewal thereof shall be made to the Director in Form 3 and shall be accompanied by such other information as the Director considers necessary.

(3) Subject to subsection 4, a licence in Form 2 or a renewal thereof expires with the 31st day of December in the year in which it is issued.

(4) The Director may issue or renew any licence for such period as he considers proper, but in no case shall the period be for more than one year.

(5) The fee payable by an applicant for a licence in Form 2, other than a renewal, is \$10.

(6) The fee payable for the renewal of a licence in Form 2 is,

- (a) \$5 if the application for the renewal of the licence is made on or before the 31st day of December in the year in which the licence or the last renewal thereof expires; and
- (b) \$25 if the application for the renewal of the licence is made after the 31st day of December in the year in which the licence or the last renewal thereof expires. O. Reg. 284/70, s. 6.



(7) For the purpose of subsection 6, an application for the renewal of a licence shall be deemed to have been made on the day on which it is received by the Director. O. Reg. 284/70, s. 6.

(8) A licence in Form 2 shall be posted in a conspicuous place in a day nursery. O. Reg. 297/67, s. 16, *revised*.

#### HEARINGS

17.—(1) The notice that the Director is required to give to an applicant or licensee under subsection 1 of section 8 of the Act shall be in Form 4.

(2) The Director shall send the notice under subsection 1, accompanied by two copies of Form 5,

to the applicant or licensee, as the case may be, by registered mail addressed to the applicant or licensee, as the case may be, at his address last known to the Director.

(3) The notice that an applicant or licensee may give to the Director and to the Board under subsection 1 of section 8 of the Act shall be in Form 5. O. Reg. 284/70, s. 7.

18.—(1) The notice that the Board is required to serve on the parties to the hearing under subsection 2 of section 8 of the Act shall be in Form 6.

(2) The Board shall send the notice under subsection 1 to each party to the hearing by registered mail addressed to the party at his address last known to the Board. O. Reg. 284/70, s. 7.

Form 1  
The Day Nurseries Act

APPLICATION FOR MONTHLY PAYMENT OF PROVINCIAL SUBSIDY

Municipality or Band.....  
Account for the month of.....

PART I  
STATISTICAL

	Month	Year to Date
Municipally operated — vacancies on last day of month		
— waiting list on last day of month		
— opening enrolment		
— new registrations		
— terminations		
— days care: half-day		
full-day		
Purchased Service — opening enrolment		
— new registrations		
— terminations		
— days care: half-day		
full-day		

PART II

COMPUTATION OF PROVINCIAL SUBSIDY

1. Net operating expenditure for month (Item 19 of Part I of Form 8).....	\$.....
2. Expenditure for month — renovations and equipment (Item 3 of Part II of Form 8)....	\$.....
3. Net purchased service expenditure for month (Total of Column 5 of Part III of Form 8) ..	\$.....
4. TOTAL.....	\$.....
5. Provincial subsidy at 80%.....	\$.....

PART III

CERTIFICATE

We certify that,

- a. This application for provincial subsidy is correct ;
- b. The amounts shown have been disbursed in accordance with the regulation ; and
- c. This application is in agreement with the records of the.....  
(municipality or band)

.....  
(signature of Municipal Welfare Administrator  
or Administrator of Band)

.....  
(signature of Municipal Treasurer  
or Head of Band)

DEPARTMENTAL USE ONLY

PART IV

Type of Subsidy Claimed	Provincial Share	Municipal Share	Total Cost
1. Net operating expenditure			
2. Net purchased service expenditure			
3. Expenditure for month — renovations and equipment			
TOTALS			



Form 2

The Day Nurseries Act

LICENCE TO OPERATE DAY NURSERY

No. .... Issued.....  
(date)

Under *The Day Nurseries Act* and the regulations,  
and subject to the limitations thereof, this licence is  
granted to .....  
of the.....of.....to operate a day  
nursery under the name of.....  
at.....in the.....of  
(street and number or R.R.)

.....in the.....of.....

1. This licence expires on the.....  
day of....., 19....

2. This licence is subject to the following  
conditions:  
.....  
(signature of Director)

RENEWALS

(insert renewals in spaces below)

Licence No.....is hereby renewed sub- ject to any condition thereon for a period ending ..... No. R..... ..... (signature of Director)	Licence No.....is hereby renewed sub- ject to any condition thereon for a period ending ..... No. R..... ..... (signature of Director)
---	---

O. Reg. 297/67, Form 2.

Form 3

The Day Nurseries Act

APPLICATION FOR A LICENCE TO OPERATE  
A DAY NURSERY FOR THE YEAR ....

Application is hereby made for a licence to operate  
a day nursery during the year.....

☐ New Application      ☐ Renewal  
(indicate which)

Name of Day Nursery.....

Address of Day Nursery.....

Telephone of Day Nursery.....

Day Nursery will be operated by (indicate which)

☐ Private owner(s) .....  
(name and address)

☐ Association of      President .....  
Parents      (name and address)

Secretary .....  
(name and address)

☐ Municipality or Band.....

Signing Officers.....

☐ Other Organization.....

TYPE OF PROGRAM (indicate which)

☐ a.m.      Ages ☐ under 2 years of age

☐ p.m.      ☐ 2 years of age

☐ All Day      ☐ 3 years of age

☐ 4 years of age

☐ 5 years of age

☐ 6-10 years of age

Date.....  
signature of applicant)

.....  
(address)

.....  
(telephone)

The fee of \$10 for a new application or \$5 for sub-  
sequent applications (\$25 if the subsequent applica-  
tion is made after the 31st day of December in the  
year in which the licence or last renewal thereof  
expired) should be made payable to the Treasurer  
of Ontario, and forwarded separately to the Account-  
ing Branch, Department of Social and Family  
Services, Toronto 2, Ontario, from which a receipt  
shall be issued. O. Reg. 297/67, Form 3; O. Reg.  
284/70, s. 9.

Form 4

The Day Nurseries Act

NOTICE OF INTENTION

To: .....  
(name of applicant or licensee)

Take notice that pursuant to the authority vested in me under the provisions of section 6 of *The Day Nurseries Act* I hereby:

- ☐ refuse to issue a licence to you
- ☐ refuse to renew your licence
- ☐ propose to revoke your licence

to operate a day nursery at .....  
(street address)

in the ..... of ..... in the .....

of ..... under the name of .....

for the following reasons: .....

And further take notice that under the provisions of section 8 of *The Day Nurseries Act* you have a right to have a hearing of this matter before the Board of Review which has been appointed under section 7 of *The Day Nurseries Act* but in order to obtain such a hearing you must within 15 days of the receipt of this notice, request such a hearing by completing and sending to me and to the Board of Review the prescribed Forms.

.....  
(date) (signature of Director, Day Nurseries Branch,  
Department of Social and Family Services)

NOTES:

1. Extract from *The Day Nurseries Act*:

- S. 8 (1) Where the Director refuses to issue or renew or proposes to revoke a licence, he shall give notice thereof to the applicant or licensee, together with written reasons for his refusal or proposed revocation and a notice stating the right to a hearing by the Board, and the applicant or licensee may, by written notice given to the Director and the Board within fifteen days after the receipt of the notice of refusal or proposed revocation, require a hearing by the Board.
- S. 13 (1) The Board may, after the hearing, confirm or alter the decision of the Director or direct the Director to do any act the Director is authorized to do under this Act and as the Board considers proper, and for this purpose the Board may substitute its opinion for that of the Director.

2. Extract from Regulation 160 of Revised Regulations of Ontario, 1970:

- S. 17 (1) The notice which the Director is required to give to an applicant or licensee under subsection 1 of section 8 of the Act shall be in Form 4.
- S. 17 (3) The notice which an applicant or licensee may give to the Director and to the Board under subsection 1 of section 8 of the Act shall be in Form 5.

Form 5

*The Day Nurseries Act*

REQUEST FOR HEARING

To: The Director of the Day Nurseries Branch of the  
Department of Social and Family Services

and

To: The Chairman of the Board of Review,  
Parliament Buildings,  
Toronto.

Name of applicant or licensee . . . . .

Address of applicant or licensee . . . . .

(number) (street or rural route)

(city, town, village or p.o.)

(township) (county)

Take notice that I hereby request a hearing by the Board of Review appointed under section 7 of *The Day Nurseries Act* in respect of the decision of the Director of the Day Nurseries Branch of the Department of Social and Family Services to:

- ☐ refuse to issue a licence to me
- ☐ refuse to renew my licence
- ☐ revoke my licence

to operate a day nursery at . . . . .  
(street address)

in the . . . . . of . . . . . in the . . . . .

of . . . . . under the name of . . . . .

(date) (signature of applicant or licensee)

O. Reg. 284/70, s. 10.

Form 6

*The Day Nurseries Act*

NOTICE OF HEARING

To: . . . . .  
(name of applicant or licensee)

(address of applicant or licensee)



Take notice that a hearing will be held by the Board of Review appointed under section 7 of *The Day Nurseries Act* in respect of the decision of the Director of the Day Nurseries Branch of the Department of Social and Family Services to:

- ☐ refuse to issue a licence to you
- ☐ refuse to renew your licence
- ☐ revoke your licence

to operate a day nursery at.....  
(street address)  
in the.....of.....in the.....  
of.....under the name of.....

And take notice that the hearing will be held at.....o'clock in the.....noon on.....day  
the.....day of....., 19.... at.....

And take notice that the rules of procedure applicable to the hearing are contained in sections 9 to 12 of *The Day Nurseries Act* as amended and that in accordance with the said rules of procedure you are a party to the hearing and as such are entitled to be represented at the hearing by counsel or by your agent.

And further take notice that if a party who has been duly notified does not attend at the hearing, the Board of Review may proceed in his absence and he is not entitled to notice of any further proceedings.

.....  
(date)

.....  
(signature of Chairman of Board of Review)

O. Reg. 284/70, s. 10.

Form 7

*The Day Nurseries Act*

DETERMINATION OF AVAILABLE INCOME

NAME OF PARENT.....  
ADDRESS.....  
..... TELEPHONE NUMBER.....

NAMES OF CHILDREN ATTENDING DAY NURSERY	FAMILY COMPOSITION	Number
.....	Children, 16 years and over	
.....	Children, 10 to 15 years	
.....	Children, 0 to 9 years	
.....	Adults	

PART I

MONTHLY INCOME (ADULTS)

1. Net earnings.....	\$.....
2. Boarder revenue.....	.....
3. Rental revenue.....	.....
4. Family Allowances and Youth Allowances.....	.....
5. Pension.....	.....
6. Unemployment Insurance or Training Allowances.....	.....
7. Separation or Alimony Payments.....	.....
8. Other (specify).....	.....
.....	.....
9. Monthly Income.....	\$.....

PART II

MONTHLY BUDGETARY ITEMS (FAMILY)

10. Food, clothing and personal items (see Part VI, over).....	\$.....
11. Special diets.....	.....
12. Light.....	.....
13. Water.....	.....
14. Telephone.....	.....
15. Household supplies.....	.....
16. Fuel.....	.....
17. Sub-total.....	\$.....
18. Rent.....	.....
19. Mortgage payments (principal and interest).....	.....
20. Property taxes.....	.....
21. Debt payments, as approved by the welfare administrator.....	.....
22. Travel and transportation.....	.....
23. Drugs.....	.....
24. Dental services.....	.....
25. Optical services.....	.....
26. Medical services (premiums or actual cost).....	.....
27. Hospital services (premiums or actual cost).....	.....

28. Other, as approved by the welfare administrator (specify)

.....  
.....

29. Monthly Budgetary Items .....

.....

30. Monthly Income less Monthly Budgetary Items (item 9 less item 29).. \$.....  
=====

I certify that all of the above information provided by me is correct.

.....  
(date) (signature of parent)

PART III  
EXEMPTIONS

31. Monthly Income less Monthly Budgetary Items (see item 30)..... \$.....

32. Deduct Exemptions: On earnings (item 1 \$..... × .....%)..... \$.....

33. On boarder revenue (item 2 \$..... × 60%).....

34. On rental revenue (item 3 \$..... × 40%).....

35. Family Allowances and Youth Allowances (item 4).....

36. Payments or refunds received on or after the 1st  
day of November, 1970 under *The Residential  
Property Tax Reduction Act*.....

37. Payments received under Order-in-Council num-  
bered OC-3410/70 made pursuant to section 5 of  
*The Department of Agriculture and Food Act*....

38. For contingencies (item 17 \$..... × 20%).....

39. Total Exemptions.....

40. Available Monthly Income..... \$.....  
=====

.....  
(date) (signature of welfare administrator)

PART IV  
COMPUTATION OF AVAILABLE DAILY INCOME

Total available monthly income (item 38 above)  
41. Available daily income=

21

\$-----\$-----  
21



PART V

CALCULATION OF MONTHLY COST TO THE MUNICIPALITY  
(FOR USE OF MUNICIPALITY ONLY)

42. Total monthly cost of day nursery services under agreement

\$

\_\_\_\_\_ per day × \_\_\_\_\_ days (for all children in family) . . . . .

\$

\_\_\_\_\_

43. Less: Available daily income (item 39) × \_\_\_\_\_ days service (see note 2) . . . . .

\$

\_\_\_\_\_

44. Net monthly expenditure by municipality . . . . .

\$

\_\_\_\_\_

PART VI

DETERMINATION OF AMOUNTS OF FOOD, CLOTHING AND PERSONAL ITEMS

Total Children	Children 16 years and over	Children 10-15 years	Children 0-9 years	Number of Adults	
				One	Two
1	0	0	1	\$ 81.00	\$111.00
	0	1	0	89.00	119.00
	1	0	0	97.00	127.00
2	0	0	2	102.00	137.00
	0	1	1	110.00	145.00
	0	2	0	118.00	153.00
	1	0	1	118.00	153.00
	1	1	0	122.00	157.00
	2	0	0	132.00	167.00
3	0	0	3	128.00	163.00
	0	1	2	136.00	171.00
	0	2	1	144.00	179.00
	0	3	0	152.00	187.00
	1	0	2	144.00	179.00
	1	1	1	152.00	187.00
	1	2	0	160.00	195.00
	2	0	1	158.00	193.00
	2	1	0	166.00	201.00
	3	0	0	172.00	207.00
4	0	0	4	154.00	189.00
	0	1	3	162.00	197.00
	0	2	2	170.00	205.00
	0	3	1	178.00	213.00
	0	4	0	186.00	221.00
	1	0	3	170.00	205.00
	1	1	2	178.00	213.00
	1	2	1	186.00	221.00
	1	3	0	194.00	229.00
	2	0	2	184.00	219.00
	2	1	1	192.00	227.00
	2	2	0	200.00	235.00
	3	0	1	198.00	233.00
	3	1	0	206.00	241.00
	4	0	0	212.00	247.00

NOTES:

1. For each child in the family in excess of 4 add to the appropriate amount set out above for a family of 4 children as follows:

	Monthly
Child 16 years and over . . . . .	\$40.00
Child 10-15 years . . . . .	34.00
Child 0-9 years . . . . .	26.00

O. Reg. 123/68, s. 3; O. Reg. 284/70, s. 11;  
O. Reg. 394/70, s. 2 (1-2); O. Reg. 534/70, s. 1.

2. For the purpose of the calculaton in item 41 in Part V the number of days service shall be the lesser of,  
(a) the total number of days service to all children in the family; and  
(b) 21.

Form 8

The Day Nurseries Act

FINANCIAL DATA

PART I

LICENSED DAY NURSERIES ESTABLISHED BY  
MUNICIPALITY OR COUNCIL OF BAND

NET OPERATING EXPENDITURE

	Totals for current year to date	For departmental use only
1. Salaries, wages, honoraria — supervisory and teaching . . . . .	.....	.....
— caretaking . . . . .	.....	.....
— other . . . . .	.....	.....
2. Staff benefits as approved by the Minister (Amount applicable to O.H.S.C., O.H.S.I.P. and caretaking is \$ . . . . .)	.....	.....
3. Staff travelling expenses . . . . .	.....	.....
4. Fees for staff training, including necessary living allowances during training . . . . .	.....	.....
5. Payment for research or consultation on a contract or fee-for- service basis . . . . .	.....	.....
6. Food . . . . .	.....	.....
7. Health supplies and services . . . . .	.....	.....
8. Transportation — children . . . . .	.....	.....

	Totals for current year to date	For departmental use only
9. Playroom supplies.....		
10. Property operation and maintenance — rent.....		
— repairs and maintenance.....		
— other.....		
11. Equipment operation and maintenance.....		
12. Cleaning, housekeeping, laundry supplies and expenses.....		
13. Office supplies and expenses.....		
14. Other (please specify).....		
.....		
15. Total Expenditures — Current year to date.....	\$	
16. Deduct: Revenue — fee received for children.....		
— other income (please specify).....		
.....	\$	
17. Net Operating Expenditure — Current year to date.....	\$	
18. Deduct: Net Operating Expenditure Year to Date Previous Month.....	\$	
19. Net Operating Expenditure — Current Month.....	\$	

PART II

LICENSED DAY NURSERIES ESTABLISHED BY  
MUNICIPALITY OR COUNCIL OF BAND

EXPENDITURES FOR RENOVATIONS AND EQUIPMENT

	Date of Director's approval	Amount of Expenditure	Total Expenditure	For departmental use only
1. Purchase of equipment (list items and expenditures for each)				
.....				
.....				
.....				







## REGULATION 161

### under The Dead Animal Disposal Act

#### GENERAL

##### LICENCES

1.—(1) An application for a licence to engage in the business of a collector shall be in Form 1.

(2) A licence to engage in the business of a collector shall be in Form 2. R.R.O. 1960, Reg. 71, s. 1.

2.—(1) No person shall transport dead animals except in a vehicle for which a marker in Form 3 has been issued by the Director. R.R.O. 1960, Reg. 71, s. 2 (1); O. Reg. 145/62, s. 1; O. Reg. 255/65, s. 1 (1).

(2) The Director shall issue a marker in Form 3 for each vehicle that complies with this Regulation and that is operated by the holder of a licence in Form 2. R.R.O. 1960, Reg. 71, s. 2 (2); O. Reg. 255/65, s. 1 (2).

(3) A marker in Form 3 expires with the 31st day of December in its year of issue.

(4) One marker shall be issued without charge to each licensed collector.

(5) Where a collector uses more than one vehicle, the fee for a marker in Form 3 for each additional vehicle is \$1. R.R.O. 1960, Reg. 71, s. 2 (3-5).

3.—(1) An application for a licence to engage in the business of an operator of a receiving plant shall be in Form 4.

(2) A licence to engage in the business of an operator of a receiving plant shall be in Form 5. R.R.O. 1960, Reg. 71, s. 3.

4.—(1) An application for a licence to engage in the business of an operator of a rendering plant shall be in Form 6.

(2) A licence to engage in the business of an operator of a rendering plant shall be in Form 7. R.R.O. 1960, Reg. 71, s. 4.

5.—(1) The fee for a licence in Form 2 is \$10.

(2) The fee for a licence in Form 5 or 7,

(a) where the licence is for a period commencing on or after the 1st day of January but before the 1st day of July in any year, is \$50; and

(b) where the licence is for a period commencing on or after the 1st day of July in any year, is \$25.

(3) The fee for a licence in Form 2, 5 or 7 shall accompany the application for the licence. R.R.O. 1960, Reg. 71, s. 5 (1-3).

(4) A licence in Form 2, 5 or 7 expires with the 31st day of December of the year of issue. R.R.O. 1960, Reg. 71, s. 5 (4); O. Reg. 255/65, s. 2 (1).

(5) A licence in Form 2, 5 or 7 is not transferable. O. Reg. 255/65, s. 2 (2).

6.—(1) The Director may suspend or revoke or refuse to renew a licence for failure to observe, perform or carry out the provisions of the Act or this Regulation. R.R.O. 1960, Reg. 71, s. 6 (2); O. Reg. 255/65, s. 3 (1).

(2) Any person whose licence was suspended or revoked or was not renewed has the right of appeal to the Minister to show cause why such licence should not be suspended or revoked or why such renewal should not be refused, as the case may be, and the Minister, after a hearing at which all persons entitled to be heard have been given an opportunity to make representations in respect of the appeal, may require the Director to reinstate the licence. R.R.O. 1960, Reg. 71, s. 6 (3); O. Reg. 145/62, s. 2 (2); O. Reg. 255/65, s. 3 (2).

#### HANDLING OF DEAD ANIMALS

7.—(1) No person shall transport dead animals in a vehicle other than a vehicle in which,

(a) the parts that come into contact with the animals are constructed of metal that is continuous or with welded seams, so as to prevent leakage of liquids;

(b) the sides and ends of the platform of the vehicle are at least two feet high; and

(c) the marker issued by the Director is affixed on the inside of the windshield or other location on the vehicle where it is protected against weathering and is plainly visible to persons outside the vehicle. R.R.O. 1960, Reg. 71, s. 7 (1); O. Reg. 145/62, s. 3; O. Reg. 255/65, s. 4.



(2) The collector shall remove the marker from the vehicle within ten days after,

- (a) ceasing to use the vehicle; or
- (b) the 1st day of January of the year following the year of issue. R.R.O. 1960, Reg. 71, s. 7 (2).

8.—(1) No person shall transport dead animals without covering them by tarpaulin or other means. R.R.O. 1960, Reg. 71, s. 8 (1); O. Reg. 145/62, s. 4 (1).

(2) No person shall transport dead animals in a vehicle in which food for human consumption is being transported. O. Reg. 145/62, s. 4 (2).

(3) A collector shall deliver dead animals as soon as practicable to a receiving plant or rendering plant. R.R.O. 1960, Reg. 71, s. 8 (2).

9.—(1) No person shall construct or acquire premises for use as a receiving or rendering plant without,

- (a) notifying the Director of his intention; and
- (b) furnishing the Director with a copy of the plan or specifications of the premises proposed to be used or constructed. R.R.O. 1960, Reg. 71, s. 9 (1); O. Reg. 255/65, s. 5.

(2) A receiving plant or rendering plant shall,

- (a) be located in a place free from conditions that might injuriously affect the sanitary operation of the plant; and
- (b) be constructed and finished in such a manner that the plant is capable of being maintained in a sanitary condition. R.R.O. 1960, Reg. 71, s. 9 (2).

10. On delivery of dead animals or parts thereof to a receiving or rendering plant, the vehicle or container used in the delivery shall be thoroughly cleaned and, where the cleaning is not followed by a steam process, shall be disinfected so that all disease-producing organisms are destroyed before the vehicle or container leaves the premises of the plant. R.R.O. 1960, Reg. 71, s. 10.

11. Every plant shall have available a supply of drinkable hot and cold water adequate for the efficient operation of the plant. R.R.O. 1960, Reg. 71, s. 11, *revised*.

12. Every plant shall be equipped with accommodation for washing and dressing for employees. R.R.O. 1960, Reg. 71, s. 12.

13. Every receiving plant shall have one or more buildings and shall have adequate rooms for,

- (a) receiving and processing of dead animals;
- (b) refrigeration of meats in storage; and
- (c) holding of offal and any parts of the dead animals for disposal. R.R.O. 1960, Reg. 71, s. 13.

14.—(1) All entrails, bones, waste meat and refuse of dead animals, other than contents of the digestive tract, shall,

- (a) at a receiving plant, be disposed by,
  - (i) delivery to a rendering plant, or
  - (ii) burying with a covering of at least two feet of earth; and
- (b) at a rendering plant,
  - (i) be sterilized by means of heat, or
  - (ii) be disposed of by burying with a covering of at least two feet of earth. O. Reg. 410/70, s. 1 (1).

(2) The contents of the digestive tracts of dead animals at a receiving plant or rendering plant shall be disposed of in a sanitary manner. O. Reg. 145/62, s. 5.

(3) Except as provided in this Regulation, no person shall take delivery of, receive or process the entrails, bones, waste meat or refuse of dead animals unless such entrails, bones, waste meat or refuse have been sterilized by means of heat at a rendering plant. O. Reg. 410/70, s. 1 (2).

15. Every advertisement by a collector shall include the number of his licence as a collector. R.R.O. 1960, Reg. 71, s. 15.

16.—(1) No person shall freeze or store meat at, or transport meat from, a receiving plant or a rendering plant except meat that, before being frozen or stored or before being transported from the plant,

- (a) is denatured by applying powdered charcoal to all surfaces of the meat in a sufficient quantity so that the application of more charcoal will not further affect the colour of the surfaces, and, where the meat exceeds ten pounds in weight, by slashing all surfaces before application of the powdered charcoal; and
- (b) is packaged in containers that are legibly marked with the words "NOT FOR HUMAN CONSUMPTION" in letters at least three-quarters of an inch in height,

- (i) on each side of the four sides where the container has four sides, or

(ii) at least four places where the container does not have four sides.
- (2) Subsection 1 does not apply to the storing of meat at a receiving plant or a rendering plant,

- (a) where the operator of the receiving plant or rendering plant is the holder of a fur-farmer's licence under *The Game and Fish Act*, and the operator does not use the meat for any other purpose than,

(i) to manufacture the meat into animal food, or

(ii) to feed the meat to his fur-bearing animals; or

(b) in the case of a rendering plant, where the meat is cooked,

if the meat is manufactured, fed or cooked as soon as possible but not more than seventy-two hours after it is delivered to the plant. O. Reg. 145/62, s. 6, *revised*.

17.—(1) The record required to be made and kept by a collector shall be completed legibly in Form 8 at the time he makes a collection of dead animals.

(2) Form 8 shall be kept in the vehicle in which any animal to which the record pertains is being transported. O. Reg. 145/62, s. 7.

18. The record required to be kept by the operator of a receiving plant or a rendering plant,

- (a) in respect of dead animals he receives shall be completed legibly in Form 9; and

(b) in respect of the disposal of dead animals shall be completed legibly in Form 10.
- O. Reg. 145/62, s. 8.

19. Where an inspector inspects any vehicle used in the transportation of dead animals or any receiving or rendering plant, he shall make a report to the Director showing the conditions found upon inspection. R.R.O. 1960, Reg. 71, s. 19; O. Reg. 255/65, s. 6.

Form 1

*The Dead Animal Disposal Act*

APPLICATION FOR LICENCE AS COLLECTOR

To the Director, Veterinary Services Branch,  
Parliament Buildings,  
Toronto.

.....  
(name of applicant)

.....  
(address)

carrying on business as.....  
applies for a licence as a collector under *The Dead Animal Disposal Act* and the regulations, and in support of this application the following facts are stated:

1. Business address of applicant.....

2. Number of vehicles operated by or for applicant in the collection of dead animals  
.....

3. Names of counties, etc. or parts thereof in which dead animals are collected.....  
.....

4. Names of receiving plants and rendering plants to which dead animals are usually delivered  
.....  
.....  
.....

I undertake to furnish to the Director, Veterinary Services Branch details of any changes from the facts given in this application within fifteen days of the date the changes are made.

Dated at....., this....day of....., 19....

.....  
(signature of applicant)

.....  
(title of official signing)

O. Reg. 255/65, s. 7.



Form 2

*The Dead Animal Disposal Act*

LICENCE AS COLLECTOR

Licence No.....

Under *The Dead Animal Disposal Act* and the regulations, and subject to the limitations thereof, this licence is issued to

.....  
(name)

.....  
(address)

carrying on business as.....  
to engage in the business of collecting dead animals.

This licence expires with the 31st day of  
December, 19....

Issued at Toronto, this....day of.....,  
19....

.....  
(Director, Veterinary Services  
Branch)

O. Reg. 255/65, s. 8.

Form 3

*The Dead Animal Disposal Act*

No. .... Year.....

This marker issued to

.....  
(name)

Collector Licence Number.....

Veterinary Services Branch,  
Ontario Department of Agriculture and Food.

Form 4

*The Dead Animal Disposal Act*

APPLICATION FOR LICENCE FOR THE  
OPERATION OF A RECEIVING PLANT

To The Director, Veterinary Services Branch,  
Parliament Buildings,  
Toronto.

.....  
(name of applicant)

.....  
(address)

carrying on business as.....  
applies for a licence to engage in the business of an  
operator of a receiving plant under *The Dead  
Animal Disposal Act*, and in support of this  
application the following facts are stated:

1. Business address of applicant.....
2. Location of receiving plant.....
3. Owner of receiving plant.....  
(if partnership, list  
.....  
names of all partners)
4. Does the applicant engage in the business of  
collecting dead animals?.....

I undertake to furnish to the Director, Veterinary  
Services Branch, details of any changes from the  
facts given in this application within fifteen days  
of the date the changes are made.

Dated at....., this....day of.....,  
19....

.....  
(signature of applicant)

.....  
(title of official signing)



Form 5

The Dead Animal Disposal Act

LICENCE FOR THE OPERATION OF  
RECEIVING PLANT

Licence No.....

Under *The Dead Animal Disposal Act* and the regulations, and subject to the limitations thereof, this licence is issued to

.....  
(name)

.....  
(address)

carrying on business as.....  
to engage in the business of operating a receiving  
plant at.....  
(location)

This licence expires with the 31st day of  
December, 19....

Issued at Toronto, this.....day of....., 19....  
.....  
(Director, Veterinary Services  
Branch)

O. Reg. 255/65, s. 11.

Form 6

The Dead Animal Disposal Act

APPLICATION FOR LICENCE FOR THE  
OPERATION OF A RENDERING PLANT

To The Director, Veterinary Services Branch,  
Parliament Buildings,  
Toronto.

.....  
(name of applicant)

.....  
(address)

carrying on business as.....  
applies for a licence to engage in the business of an  
operator of a rendering plant under *The Dead  
Animal Disposal Act*, and in support of this  
application the following facts are stated:

1. Business address of applicant.....
2. Location of rendering plant.....

3. Owner of rendering plant.....  
(if partnership, list  
.....  
names of all partners)

4. Does the applicant engage in the business of  
collecting dead animals?.....

I undertake to furnish to the Director, Veterinary  
Services Branch details of any changes from the  
facts given in this application within fifteen days  
of the date the changes are made.

Dated at....., this.....day of.....,  
19....

.....  
(signature of applicant)

.....  
(title of official signing)

O. Reg. 255/65, s. 11.

Form 7

The Dead Animal Disposal Act

LICENCE FOR THE OPERATION OF  
RENDERING PLANT

Licence No.....

Under *The Dead Animal Disposal Act* and the regulations, and subject to the limitations thereof, this licence is issued to

.....  
(name)

.....  
(address)

carrying on business as.....  
to engage in the business of operating a rendering  
plant at.....  
(location)

This licence expires with the 31st day of  
December, 19....

Issued at Toronto, this.....day of....., 19..  
.....  
(Director, Veterinary Services  
Branch)

O. Reg. 255/65, s. 13.



### *The Dead Animal Disposal Act*

Address of Operator.....

[illegible]



Form 10

The Dead Animal Disposal Act

RECEIVING PLANT OR RENDERING PLANT OPERATOR'S RECORD OF DISPOSAL OF DEAD ANIMALS

Name of Operator.....

Address of Operator.....

MEAT SOLD					MEAT STORED IN PREMISES THAT ARE NOT A PART OF OPERATOR'S PLANT					
Date of Sale	Date of Delivery	Weight in Pounds	Name of Purchaser	Address of Purchaser	Date	Name of Owner of Premises	Address of Premises	Quantity Placed in Storage (in Pounds)	Quantity Removed from Storage (in Pounds)	Total Quantity in Storage (in Pounds)

## REGULATION 162

### under The Dental Technicians Act

#### GENERAL

1.—(1) A dental technician may be admitted to carry on business in Ontario if,

- (a) he is of the full age of twenty-one years;
- (b) he has successfully completed Grade 12 in Ontario or its equivalent in another jurisdiction;
- (c) he has served in Ontario as a dental technician in the employment of a dentist or a dental technician for a period of at least four years; and
- (d) he has passed the examinations of the Board within five years before he is registered as a dental technician.

(2) The service referred to in clause c of subsection 1 may have been performed outside Ontario while the applicant was a member of the Canadian Armed Forces. O. Reg. 283/63, s. 1 (1, 3).

2.—(1) An applicant for registration shall give notice in Form 3 to the secretary-treasurer at least one month before the date of the next examination.

(2) The notice shall be accompanied by an examination fee of \$75. O. Reg. 283/63, s. 2.

3.—(1) The secretary-treasurer shall register every dental technician who is eligible, applies in Form 3 and pays a registration fee of \$75.

(2) Upon registering a dental technician, the secretary-treasurer shall issue to the dental technician a certificate of registration in Form 1. O. Reg. 283/63, s. 3.

4.—(1) A certificate of registration expires if the renewal fee of \$50 is not paid on or before the last day of February in the year following the year in which it was issued or last renewed.

(2) When a certificate of registration expires, the secretary-treasurer shall strike the name of the former holder of the certificate from the register. O. Reg. 283/63, s. 4.

5. Where a registration has not been renewed and not more than five consecutive years have passed since the expiration of the registration, the secretary-treasurer shall reregister the dental technician,

(a) upon application for reregistration in Form 2; and

(b) upon payment of a reregistration fee of \$55. O. Reg. 283/63, s. 5.

6.—(1) The Board shall appoint a committee of examiners composed of not less than two dental technicians and one dentist who shall have charge of the annual examinations at Toronto of applicants for registration.

(2) The committee of examiners shall conduct annual examinations at a time or times that the Board shall direct and the examinations shall consist of a practical test in the work ordinarily performed by a dental technician and other written or oral examinations on dental technology. O. Reg. 283/63, s. 6.

7. There shall be paid to members of the Board,

(a) a fee of \$30 for each day or portion of a day while engaged in attending a meeting of the Board and his reasonable travelling and hotel expenses;

(b) to any member of the Board, appointed to investigate any complaint under clause g of subsection 1 of section 3 of the Act or assist in the conducting of any prosecution, his reasonable travelling and hotel expenses and such fee as is reasonable, not exceeding \$25 per half day; and

(c) to each examiner appointed under section 6,

(i) a fee of \$30 a day for each day of the examination, and

(ii) a fee of \$10 for each day or part of a day while attending a meeting of the Committee of examiners,

but not exceeding in all \$150 for each annual examination. O. Reg. 283/63, s. 7; O. Reg. 507/69, s. 1.

#### DISCIPLINE AND ETHICS

8.—(1) No dental technician shall,

(a) advertise himself as a dental technician by written or any other advertisement otherwise than by,

(i) mail to the dental profession, or



- (ii) publishing in a journal or other publication exclusively devoted to dental surgery or dental technique, or both, or in a printed publication circulated exclusively among dentists or physicians or dental technicians, an announcement or card giving his name, qualifications, address, specialties, if any, business hours and telephone number;
- (b) advertise or cause to be advertised the prices or terms of payment for his work or products as a dental technician, except to quote or state upon a *bona fide* request therefor, the prices or terms to any legally qualified medical practitioner, person licensed under *The Dentistry Act* or registered dental technician;
- (c) use in the manufacture or repair of oral prosthetic devices, materials other than those prescribed by the dentist or physician for whom the work is being performed;
- (d) directly or indirectly advertise expressly or by implication that he,
  - (i) gives consultations,
  - (ii) gives free service,
  - (iii) grants premiums,
  - (iv) grants rebates, discounts or reductions, or
  - (v) promises the return or refunding of money paid for services rendered by him as a dental technician;
- (e) in any advertising make any mention or claim with respect to the time of service or the speed with which any service is to be rendered; or
- (f) carry on the business of dental technician otherwise than in accordance with the provisions of the Act and of *The Dentistry Act*.

(2) A dental technician who violates any of the provisions of subsection 1 is guilty of misconduct. O. Reg. 283/63, s. 8.

9.—(1) The Board may cancel or may suspend for such time and upon such terms and conditions as it deems proper the registration of any person whom after a hearing it finds to be guilty of misconduct or to have been incompetent and, in addition to or as an alternative for such cancellation or suspension, the Board may assess against and recover from such person the expense or part of the expense incurred by the Board in the investigation and the hearing, up to a maximum of \$100.

(2) At least ten days before the date fixed for the hearing the Board shall give to the registered dental technician by personal service,

- (a) a written notice of the time and place fixed for the hearing; and
- (b) a written statement of particulars of the misconduct or incompetence alleged by the Board and a copy of any complaint in writing.

(3) The person against whom the complaint has been made is entitled to attend and answer the complaint and to be represented by counsel at the hearing but, where he does not attend, the Board may proceed in his absence.

(4) The Board may employ such legal and other assistance as it considers necessary for the purpose of the investigation or hearing. O. Reg. 283/63, s. 9.

Form 1

*The Dental Technicians Act*

CERTIFICATE OF REGISTRATION

No..... Date.....  
  
THIS IS TO CERTIFY that.....  
  
.....of the.....  
  
in the..... is a Registered  
  
Dental Technician for the year 19....

.....  
Secretary-Treasurer of the  
Governing Board of Dental  
Technicians

O. Reg. 283/63, Form 1.

Form 2

*The Dental Technicians Act*

APPLICATION FOR REREGISTRATION

1. I,.....,  
(print name in full)  
  
of the.....,  
(print full postal business address)

hereby apply to the Board for the restoration of my name to the register of dental technicians.

2. I enclose reregistration fee of \$55.



Dated at .....this....day of.....,  
19....

.....  
(signature of applicant)

O. Reg. 283/63, Form 2.

**Form 3**

*The Dental Technicians Act*

**APPLICATION FOR EXAMINATION  
AND REGISTRATION**

1. I,.....,  
(print name in full)  
of.....,  
(address in full)

Tel. No.....

hereby make application to the Governing Board of Dental Technicians for the next examination to be conducted by the Board, and, if successful at such examination, for registration as a dental technician.

2. Attached to this application are the following:

- i. Proof that I am of the full age of twenty-one years as appears by certificate (birth, baptism, etc.).
- ii. Proof of completion of Grade 12 in Ontario or the equivalent in another jurisdiction.
- iii. Proof of service within Ontario for a period of at least four years with a dental technician or a dentist or both.
- iv. Cheque payable at par in Toronto to the Governing Board of Dental Technicians in the sum of \$75.

If I obtain pass standing at the examination I shall remit forthwith to the Board my registration fee of \$75 after receiving notification from the Board.

Dated at .....this....day of.....,  
19....

.....  
(signature of applicant)

O. Reg. 283/63, Form 3, *revised*.



## REGULATION 163

### under The Dentistry Act

#### DENTAL HYGIENISTS

1. In this By-law, "registrar-secretary" means the person appointed by the Board as registrar and secretary of the College. O. Reg. 332/65, s. 1.

2. An ancillary body known as "dental hygienists" is established consisting of those persons who are registered under this By-law as dental hygienists. O. Reg. 332/65, s. 2.

3.—(1) The practice of dental hygiene means the performance under the direct supervision and control of a member of the College of any work, service, advice or assistance usually undertaken, performed or given by a dental hygienist and includes,

- (a) cleaning and polishing teeth;
- (b) giving of instructions and demonstrations in oral hygiene and mouth care;
- (c) making radiograms;
- (d) topical application of medicaments; and
- (e) performance in the oral cavity of any work, service or assistance that is ancillary to the primary performance of a dental procedure by a member of the College and that does not involve the exercise by the dental hygienist of the professional skill or judgment required of a member of the College. O. Reg. 332/65, s. 3; O. Reg. 237/68, s. 1 (1).

(2) A member of the College shall be responsible for any work, service, advice or assistance undertaken, performed or given by a dental hygienist who is acting upon the instructions of the member of the College or with his authority. O. Reg. 237/68, s. 1 (2).

4. No person shall act as a dental hygienist unless he is registered under this By-law. O. Reg. 332/65, s. 4; O. Reg. 237/68, s. 2.

5.—(1) There shall be a register of dental hygienists containing the names of persons who are entitled to registration under this By-law.

(2) The register shall be maintained by the registrar-secretary. O. Reg. 332/65, s. 5.

6. An application for registration as a dental hygienist shall be in Form 1. O. Reg. 332/65, s. 6.

7. The registrar-secretary shall register an applicant who,

- (a) holds a Grade 13 statement of standing required for admission to an Ontario University offering a course in dental hygiene or who holds equivalent standing as determined by the Minister of Education;
- (b) possesses the aptitude, capacity and character to become and act as a dental hygienist;
- (c) has completed the course of study referred to in section 8;
- (d) has passed the examinations prescribed under section 9; and
- (e) pays to the treasurer of the College a registration fee of \$25. O. Reg. 237/68, s. 3.

8. The course of study for dental hygienists shall consist of the course in dental hygiene conducted by the Faculty of Dentistry of an Ontario University or such other course or courses in dental hygiene as may be approved by the Board as being equivalent in scope to the course conducted by a Faculty of Dentistry of an Ontario University. O. Reg. 237/68, s. 4.

9.—(1) The Board may conduct examinations for candidates seeking registration as dental hygienists.

(2) The registrar-secretary shall conduct or cause to be conducted the examinations referred to in subsection 1.

(3) The Board may accept the examinations given at the conclusion of a course of study referred to in section 8 as the registration examinations for dental hygienists. O. Reg. 332/65, s. 9.

10.—(1) Every registered dental hygienist shall pay annually to the treasurer of the College a renewal fee of \$10 on or before the first day of January in each year. O. Reg. 332/65, s. 10 (1); O. Reg. 237/68, s. 5.

(2) The registrar-secretary shall remove from the register, after ninety days, the name of any dental hygienist who does not pay the renewal fee. O. Reg. 332/65, s. 10 (2).

11.—(1) The registrar-secretary shall issue,

- (a) a certificate of registration as a dental hygienist in Form 2; and



(b) an annual licence certificate in Form 3, to every person whose name appears on the register.

(2) The certificate referred to in clause *a* of subsection 1 shall be signed by the president of the College and the registrar-secretary and the licence referred to in clause *b* of subsection 1 shall be signed by the registrar-secretary.

(3) Every dental hygienist employed by a member of the College shall display his certificate of registration and licence certificate in a conspicuous place in the office of the member. O. Reg. 237/68, s. 6.

12. All fees are payable to the treasurer of the College. O. Reg. 332/65, s. 12.

13.—(1) Where the name of a dental hygienist has been removed from the register under section 10 and the dental hygienist pays a registration fee of \$15, the registrar-secretary shall reregister the dental hygienist and thereupon issue a certificate of registration and an annual licence certificate. O. Reg. 237/68, s. 7 (1).

(2) On or before the first day of December in each year, the registrar-secretary shall notify each dental hygienist that the annual fee is due at the end of the year. O. Reg. 332/65, s. 13 (2).

(3) The notice shall be sent by prepaid post addressed to the dental hygienist at his address appearing on the register. O. Reg. 332/65, s. 13 (3); O. Reg. 237/68, s. 7 (2).

14.—(1) Except as provided by subsection 3 of section 11 and except to a member of the College, a dental hygienist shall not,

- (a) by exhibiting, displaying or permitting to be displayed any sign or notice; or
- (b) by otherwise advertising,

represent that he is engaged or about to become engaged in the practice of dental hygiene. O. Reg. 332/65, s. 14 (1); O. Reg. 237/68, s. 8 (1).

(2) Notwithstanding subsection 1, any dental hygienist registered as such under this By-law is entitled to use the designation, Diploma Dental Hygiene, (Dip. Dent. Hygiene). O. Reg. 332/65, s. 14 (2); O. Reg. 237/68, s. 8 (2).

15.—(1) When so directed by the Board, the discipline committee shall hold a hearing to determine whether or not a dental hygienist has been guilty of any matter set forth in clause *a* or *b* of subsection 2 and shall report its findings to the Board.

(2) Where the Board, after a hearing by the discipline committee, finds that a dental hygienist,

- (a) has been guilty of,
  - (i) incompetence,
  - (ii) improper or dishonourable conduct in respect of the dental practice of his employer, or
  - (iii) failure to comply with the provisions of the Act or this By-law; or
- (b) has been convicted of a crime that affects his fitness to practise,

the Board may revoke or suspend the annual licence and the certificate of registration of the dental hygienist and remove his name from the register. O. Reg. 237/68, s. 9.

16. Nothing in this By-law prevents the employment in public health activities under the supervision and control of a member of the College of a dental hygienist who is registered under this By-law. O. Reg. 332/65, s. 16.

Form 1

*The Dentistry Act*

APPLICATION FOR REGISTRATION  
AS A DENTAL HYGIENIST

I apply for registration as a dental hygienist. I have passed the examinations prescribed for admission to registration as a dental hygienist in Ontario. I enclose \$25 registration fee, payable to the treasurer of The Royal College of Dental Surgeons of Ontario, and submit the following information:

- 1. Name in full.....
- 2. Permanent address.....
- 3. Temporary address.....
- 4. Date and place of birth.....
- 5. Citizenship.....
- 6. Preliminary education.....
- 7. Secondary school education:
  - i. Name of school attended.....
  - ii. Location.....
  - iii. Time in attendance.....

iv. Graduation diploma or certificate obtained  
.....

8. Education as a dental hygienist :

i. Name of school attended.....

ii. Location.....

iii. Time in attendance.....

iv. Date of completion of course.....

v. Graduation diploma or certificate obtained  
.....

9. References:

i. ....

ii. ....

.....  
(signature of applicant)

Dated at....., this.....day of  
....., 19....

O. Reg. 237/68, s. 10.

**Form 2**

*The Dentistry Act*

CERTIFICATE OF REGISTRATION  
AS A DENTAL HYGIENIST

This certifies that.....  
(name of person)

of.....  
(address)

is registered as a dental hygienist.

Date.....

.....  
(signature of President) (signature of Registrar-Secretary)

O. Reg. 332/65, Form 2.

**Form 3**

*The Dentistry Act*

ANNUAL LICENCE CERTIFICATE AS A  
DENTAL HYGIENIST

This is to certify that.....  
(name of person)

of.....  
(address of person)

a registered dental hygienist, is licensed to practise  
as a dental hygienist for the year 19....

This licence expires on the.....day of.....,  
19....

.....  
(signature of Registrar-Secretary)

O. Reg. 237/68, s. 11.

**REGULATION 164****under The Dentistry Act****REGISTRATION FEE**

1. The annual registration fee for a member of the College engaged in the practice of dental surgery is \$125. O. Reg. 63/66, s. 1.



**REGULATION 165****under The Department of Agriculture and Food Act****EXTENSION OF DUTIES OF MINISTER**

**1. The Minister has the direction and control of,**

- (a) Kemptville College of Agricultural Technology, Kemptville; and**
- (b) Ridgetown College of Agricultural Technology, Ridgetown. R.R.O. 1960, Reg. 78, s. 1, amended.**



## REGULATION 166

### under The Department of Correctional Services Act

#### GENERAL

#### INTERPRETATION

#### 1. In this Regulation,

- (a) "employee" means an employee of the Department;
- (b) "hospital" or "clinic" means that part of an institution set aside for the care of inmates who are physically or mentally ill and who require medical or clinical treatment;
- (c) "institution" means a correctional institution as defined in the Act;
- (d) "Superintendent" means the chief administrative officer of an institution. O. Reg. 345/69, s. 1.

#### PART I

2.—(1) Subject to subsection 2, this Part applies to the institutions listed in schedules 1 and 2.

(2) Subsection 2 of section 27 does not apply to the institutions listed in Schedule. 2. O. Reg. 345/69, s. 2.

3. The Superintendent is responsible for the management of his institution and for the care, health, discipline, safety and custody of its inmates. O. Reg. 345/69, s. 3.

#### 4. The Superintendent shall,

- (a) administer his institution in accordance with the Act, this Regulation and such special instructions as may from time to time be prescribed by the Minister or the Deputy Minister;
- (b) issue to the employees of his institution such directions as may be necessary to fulfil his responsibility;
- (c) establish, subject to this Regulation, the procedures to be followed on the admission, discharge, escape, illness or death of an inmate and on the assignment of employees' and inmates' duties; and
- (d) cause inmates to be informed of their duties, rights and privileges while in his care and custody. O. Reg. 345/69, s. 4.

5. Upon the admission of an inmate to his institution the Superintendent shall,

- (a) cause to be made a complete record of all property, clothing and money in the possession of the inmate;
- (b) ensure that such effects and money are handed to an employee designated for that purpose for safe-keeping; and
- (c) ensure, through his designated representative, that the inmate is searched, bathed and clothed in the manner prescribed by the Deputy Minister. O. Reg. 345/69, s. 5.

6.—(1) The Superintendent shall keep a record of the daily conduct and industry of each inmate in his custody.

(2) Every inmate whose daily conduct and industry is recorded under subsection 1 as satisfactory shall be granted an incentive allowance in such amount and payable in such manner and at such time or times as the Minister may prescribe. O. Reg. 345/69, s. 6.

7. Upon the serious illness of an inmate, the Superintendent shall notify a minister of religion, preferably of the denomination to which the inmate belongs, and advise the next of kin as recorded at the time of admission of the inmate, and consult the inmate regarding the persons he desires to be notified of his illness. O. Reg. 345/69, s. 7.

8. Upon the death of an inmate, the Superintendent shall report the fact in writing to the Deputy Minister giving full particulars as to name, next of kin, duration of illness and nature of the disease, if known, and take all reasonable steps to promptly inform the nearest relatives of the deceased, recording his actions in this regard in the register of the institution. O. Reg. 345/69, s. 8.

9. Upon the parole or discharge of an inmate, the Superintendent,

- (a) shall ensure that the inmate's property, clothing and money held in safe-keeping during the inmate's detention are returned to him;
- (b) may arrange for transportation to be provided to enable the inmate to travel,



- (i) within Ontario, to his place of residence or to such other place in Ontario as will further the inmate's rehabilitation, or
- (ii) with the prior approval of the Deputy Minister, to such place outside Ontario as will further the inmate's rehabilitation; and
- (c) may grant the inmate a gratuity or such other assistance as may aid in his rehabilitation. O. Reg. 345/69, s. 9.

10. The Superintendent shall forward promptly to the proper authority all applications of inmates for appeal, for executive clemency, for writs of *habeas corpus* or for parole. O. Reg. 345/69, s. 10.

11.—(1) Where, in the opinion of the Superintendent it is necessary or desirable, he may authorize the temporary absence of an inmate from the institution,

- (a) for medical reasons, for such period as is required for the purpose of obtaining medical treatment at a public hospital; or
- (b) for humanitarian reasons, or to assist in his rehabilitation, for a period not exceeding three days.

(2) Where, in the opinion of the Deputy Minister, it is necessary or desirable for humanitarian reasons or to assist in the rehabilitation of an inmate he may authorize his temporary absence from the institution in which he is detained for a period not exceeding fifteen days. O. Reg. 345/69, s. 11.

12.—(1) Subject to subsection 2, the Superintendent may, with the approval of the Deputy Minister, authorize a series of daily absences of an inmate from an institution for the purpose of employment, education, training or other activity that is considered by him necessary or advisable to assist in the inmate's rehabilitation.

(2) The inmate shall return to the institution each day forthwith upon completion of the employment, training or other activity for that day. O. Reg. 345/69, s. 12.

13.—(1) Where an inmate is granted a temporary absence for the purpose of being gainfully employed, his total earnings, less those deductions required by law, shall be forwarded to the Superintendent, unless other arrangements approved by the Deputy Minister have been made.

(2) Where the Superintendent receives the earnings of an inmate under subsection 1, he shall make the following disbursements therefrom in the order of priority listed:

- 1. To the institution, such reasonable amounts for the food, lodging and clothing of the inmate supplied by the institution, as the Minister from time to time determines.
- 2. To the institution, the amount of any travel expenses advanced to the inmate or incurred by the institution, for the purpose of the inmate travelling to and from his place of work.
- 3. To the inmate's dependents or to such person as is appointed by the inmate, such amounts as the inmate requests and the Superintendent approves.

(3) The balance of an inmate's earnings remaining from time to time in the hands of the Superintendent, after the disbursements mentioned in subsection 2 have been made, shall be credited to a trust account on behalf of the inmate from which such purchases as have been approved by the Superintendent may be made and the balance shall be paid to the inmate upon his discharge or parole. O. Reg. 345/69, s. 13.

14. The medical officer for an institution shall be a legally qualified medical practitioner who shall control and direct the medical and surgical treatment of all inmates. O. Reg. 345/69, s. 14, *amended*.

15. The medical officer, subject to this Regulation and the instructions of the Superintendent, has complete administrative and professional responsibility for the hospital and clinic and the employees detailed for duty therein. O. Reg. 345/69, s. 15.

16. The medical officer shall be responsible for the medical examination of every inmate as soon as possible after admission into custody. O. Reg. 345/69, s. 16.

17. When an inmate claims to be unable to work by reason of sickness or other disability, the medical officer shall examine the inmate and if, in his opinion, the inmate is unfit to work or his employment should be changed, he shall immediately certify the fact in writing to the Superintendent and upon receipt of such certification the inmate shall thereupon be relieved of work duties or have his employment changed or be admitted to hospital or elsewhere for medical treatment as directed by the medical officer. O. Reg. 345/69, s. 17.

18. When an inmate is injured the medical officer shall examine his injuries, prescribe whatever treatment he considers advisable and immediately report in writing the nature of the injury to the Superintendent. O. Reg. 345/69, s. 18, *amended*.

19. Where the medical officer observes that an inmate is seriously ill he shall immediately notify the Superintendent of the fact. O. Reg. 345/69, s. 19.

20. When an inmate is taken sick or is injured, the employee in whose care or custody the inmate is shall at once report the fact to the officer in charge and, in the case of injury, the employee shall make a written report on the prescribed form. O. Reg. 345/69, s. 20.

21. No employee shall,

- (a) use any form of violence on an inmate, except where absolutely necessary for self defence, or in the case of assault on another inmate or employee or where it is necessary to control a rebellious or disturbed inmate, and in such cases only the minimum of necessary force may be used by the employee and a written report on the incident shall be submitted immediately to the Superintendent;
- (b) use foul, indecent or profane language anywhere in an institution;
- (c) discuss, within the hearing of inmates, matters pertaining to the administration of the institution or that may reflect upon the actions of another employee; or
- (d) without first obtaining the permission of the Deputy Minister, furnish to any person any information in respect of an institution, or remove from an institution any ledger, journal, report or record, or any copy thereof, dealing with the business of the institution. O. Reg. 345/69, s. 21.

22. No inmate shall be penalized for any infraction of the rules of the institution except by the Superintendent or a person designated by the Deputy Minister to act in the absence of the Superintendent. O. Reg. 345/69, s. 22.

23.—(1) No inmate shall,

- (a) neglect performing the work or duty assigned to him;
- (b) use foul, indecent or profane language;
- (c) have in his possession any unauthorized articles;
- (d) disobey any lawful order given by an employee;
- (e) smuggle or attempt to smuggle any article either into, or out of, the institution;
- (f) destroy or deface government property;

- (g) conduct himself in a manner that is detrimental to the welfare of other inmates or to the institution program;
- (h) attack or threaten to attack another person within the institution;
- (i) cause or conspire to cause a disturbance or riot;
- (j) commit or attempt to commit an indecent act;
- (k) be in an unauthorized place or leave or attempt to leave the limits of the institutional confines without being escorted by an employee or without the express authority of the Superintendent; or
- (l) give counsel to, or aid and abet another inmate to do any act in contravention of the Act or this Regulation.

(2) Where an inmate contravenes any of the provisions of clauses *e, f, h, i, j* or *k* of subsection 1 the Superintendent may, having regard to the circumstances and the gravity of the offence, consult with the Deputy Minister to determine whether or not the inmate shall be proceeded against under the *Criminal Code* (Canada).

(3) Where an inmate contravenes the provisions of clause *c* of subsection 1, the Superintendent shall destroy the unauthorized articles unless some other disposition is authorized by the Deputy Minister.

(4) Where an inmate appears to have contravened any of the provisions of subsection 1, a written report shall be prepared by the reporting officer setting out the circumstances and he shall deliver the report to the officer in charge who shall investigate the matter and note on the report his findings.

(5) Where, in the opinion of the officer in charge, a contravention has been established and requires disposition by the Superintendent or his designated representative, the Superintendent or his designated representative, before imposing any penalty, shall review the written report with the inmate concerned together with the details of the investigation of the officer in charge and the inmate shall be given full opportunity to make his answer to the charge. O. Reg. 345/69, s. 23.

✓ 24. The penalties that may be imposed for misconduct are,

- (a) withdrawal in whole or in part of privileges ordinarily enjoyed by inmates;
- (b) close confinement for not more than ten days in respect of any one confinement, on a special diet which fulfils basic nutritional requirements;



(c) close confinement on regular diet; or

(d) forfeiture of a portion or of the whole of the statutory remission that stands to the inmate's credit provided that no such forfeiture shall exceed ten days unless the Deputy Minister concurs therein. O. Reg. 345/69, s. 24.

25. Where the whole or any portion of an inmate's statutory remission has been forfeit under clause d of section 24, the Deputy Minister may, where he is satisfied that it is in the interest of the rehabilitation of the inmate, remit in whole or in part such forfeiture. O. Reg. 345/69, s. 25.

26.—(1) An inmate shall, unless medically exempted, participate in work at the institution and in any institutional programme to which he is assigned.

(2) Subsection 1 does not apply to an inmate confined in an institution but not under sentence of imprisonment nor to an inmate who is under sentence of death or who is awaiting transfer to a federal penitentiary. O. Reg. 345/69, s. 26.

27.—(1) An inmate, upon request, shall be permitted visits from a minister of religion or from his solicitor, provided that the visits are made during such reasonable hours as are acceptable to the Superintendent.

(2) In addition to the visits mentioned in subsection 1, an inmate shall be permitted one visit each week, but the Superintendent may permit an increased number of visits or may limit visits to near relatives of the inmate.

(3) When a state of emergency exists within an institution the Superintendent may suspend all visiting privileges. O. Reg. 345/69, s. 27.

28.—(1) Subject to the conditions set out in subsection 2, an inmate shall be permitted to send one letter upon admission to an institution, and thereafter to send at least two letters each week, and shall be permitted to receive letters addressed to him.

(2) Subject to subsection 3, letters to and from an inmate may be read by an employee designated by the Superintendent for that purpose, and the Superintendent may stop any letter or censor any part of it, if in his opinion the contents are prejudicial to the best interests of the inmate or other recipient, or are prejudicial to the public safety or the security of the institution.

(3) An inmate shall be permitted at any time to send or receive letters from his solicitor, the Minister, the Deputy Minister, members of the Ontario Legislative Assembly or members of the

Parliament of Canada, and such letters shall be forwarded without delay and without the deletion of any part thereof. O. Reg. 345/69, s. 28.

29.—(1) Visitors to an institution shall not give to or receive from an inmate anything that has not been examined and approved by the Superintendent or an employee designated by him for the purpose.

(2) Any person who contravenes the provisions of subsection 1 or whose conduct, in the opinion of the Superintendent, is not such as is in the best interest of an inmate or as to assist in his rehabilitation, may be prohibited by the Superintendent from visiting or communicating with the inmate concerned. O. Reg. 345/69, s. 29.

30. Articles of any kind sent to or from an inmate may be examined by the Superintendent or by an employee designated by him for the purpose, and the Superintendent may refuse to forward or give to the inmate anything that he considers improper, informing the inmate of his reason for so doing. O. Reg. 345/69, s. 30.

31.—(1) Every request made by an inmate to see the Superintendent shall be recorded by the employee to whom it is made, and conveyed without delay to the Superintendent.

(2) An inmate shall be given the opportunity to complain to the Superintendent or to an inspector in the course of his inspection, of any act on the part of another inmate or of an employee that he alleges affects his right or privileges. O. Reg. 345/69, s. 31.

32. Adequate arrangements shall be made by the Superintendent for the provision of religious ministration to all inmates who desire it. O. Reg. 345/69, s. 32.

33.—(1) When the Superintendent on reasonable grounds suspects that an employee is smuggling, or attempting to smuggle, unauthorized articles into, or out of, the institution, he may require the employee to submit himself to be searched.

(2) No person shall be searched except by another person of the same sex and except in the manner prescribed by the Deputy Minister.

(3) Any vehicle on the property of an institution may be examined and searched. O. Reg. 345/69, s. 33.

34. No person shall be allowed access to an institution without the approval of the Superintendent. O. Reg. 345/69, s. 34.

35. No person allowed access to an institution shall make a sketch or take a photograph or communicate with an inmate unless authorized to do so by the Superintendent. O. Reg. 345/69, s. 35.



36.—(1) No person within the limits of the institution property or grounds shall give, trade, or sell to any other person, or consume, keep, or have in his possession any liquor, as defined by *The Liquor Control Act*.

(2) Subsection 1 does not apply to a person living on institution property if the liquor is placed in safe keeping in the residence of such person and is consumed therein only by himself, his family and his guests. O. Reg. 345/69, s. 36.

37. No person shall, within the limits of the property or grounds of an institution have in his possession a firearm or other offensive weapon except upon the specific authorization of the Superintendent thereof. O. Reg. 345/69, s. 37.

## PART II

38. This Part applies to the institutions listed in Schedule 2 only. O. Reg. 345/69, s. 38.

39.—(1) The Superintendent shall not admit into custody any person brought to the institution unless such person is accompanied by a warrant of committal, an order for remand or other such judicial document signed by a competent authority and the Superintendent shall ensure every such document is scrutinized before the person is admitted. O. Reg. 345/69, s. 39 (1).

(2) Subsection 1 does not apply,

(a) when the Superintendent is requested to receive a prisoner from a provincial bailiff for temporary detention; or

(b) in the case of the admission of a lock-up prisoner where the institution has been declared a lock-up. O. Reg. 345/69, s. 39 (2), *amended*.

40. The Superintendent shall refuse to admit a police lock-up prisoner who appears to be in need of immediate medical attention until the prisoner has been medically examined and a medical certificate to that effect is produced and the prisoner may then be admitted into custody if he is accompanied by medical certification of treatment. O. Reg. 345/69, s. 40, *amended*.

41. When a person is admitted into the custody of an institution and requests that some person be notified of his whereabouts, the Superintendent shall ensure that all reasonable efforts are made to notify such person, with the costs if any being paid by the prisoner. O. Reg. 345/69, s. 41.

42. The Superintendent shall permit an inmate who is confined in the institution but not under sentence of imprisonment to wear his own clothing, but where such clothing is inadequate, unfit to wear or is required by the police or by the court, the

Superintendent shall supply the inmate with institution clothing unless the inmate arranges to have other suitable clothing provided at his own expense. O. Reg. 345/69, s. 42.

43. Every inmate, unless he is found to be plotting to escape or attempts to escape or is misconducting himself or is under sentence of death shall be allowed, if weather permits, to have daily exercise in the open air and the Superintendent shall ensure that the inmate is attended by one or more employees. O. Reg. 345/69, s. 43.

44. An inmate confined in an institution but not under sentence, shall be permitted two visits each week and all other inmates shall be permitted one visit each week. O. Reg. 345/69, s. 44.

45. An inmate under sentence of death is not permitted visits except as authorized by section 644 of the *Criminal Code* (Canada) and such visits shall take place,

- (a) within the sight but not within the hearing of an employee when the visit is made by a minister of religion or a solicitor; or
- (b) within the sight and hearing of an employee when the visit is made by someone other than a minister of religion or a solicitor. O. Reg. 345/69, s. 45.

## Schedule 1

Ontario Reformatory, Guelph  
 Ontario Reformatory, Mimico  
 Ontario Reformatory, Millbrook  
 Ontario Reformatory, Brampton  
 Vanier Centre for Women, Brampton  
 Industrial Farm, Burwash  
 Industrial Farm, Monteith  
 Rideau Industrial Farm, Burritt's Rapids  
 Burtch Industrial Farm, Brantford  
 Industrial Farm, Fort William  
 Alex G. Brown Memorial Clinic, Mimico

O. Reg. 345/69, Sched. 1.

## Schedule 2

Fort Frances Jail, Fort Frances  
 Haileybury Jail, Haileybury  
 Kenora Jail, Kenora  
 Monteith Jail, Monteith  
 North Bay Jail, North Bay  
 Parry Sound Jail, Parry Sound  
 Port Arthur Jail, Port Arthur  
 Sault Ste. Marie Jail, Sault Ste. Marie  
 Sudbury Jail, Sudbury  
 Barrie Jail, Barrie  
 Belleville Jail, Belleville  
 Brampton Jail, Brampton  
 Brantford Jail, Brantford

Brockville Jail, Brockville  
Cayuga Jail, Cayuga  
Chatham Jail, Chatham  
Cobourg Jail, Cobourg  
Cornwall Jail, Cornwall  
Goderich Jail, Goderich  
Guelph Jail, Guelph  
Kingston Jail, Kingston  
Kitchener Jail, Kitchener  
Lindsay Jail, Lindsay  
London Jail, London  
L'Orignal Jail, L'Orignal  
Milton Jail, Milton  
Napanee Jail, Napanee  
Orangeville Jail, Orangeville  
Ottawa Jail, Ottawa  
Owen Sound Jail, Owen Sound  
Pembroke Jail, Pembroke

Perth Jail, Perth  
Peterborough Jail, Peterborough  
Picton Jail, Picton  
St. Catharines Jail, St. Catharines  
St. Thomas Jail, St. Thomas  
Sarnia Jail, Sarnia  
Simcoe Jail, Simcoe  
Stratford Jail, Stratford  
Walkerton Jail, Walkerton  
Welland Jail, Welland  
Whitby Jail, Whitby  
Windsor Jail, Windsor  
Woodstock Jail, Woodstock

Metropolitan Toronto Jail  
Hamilton City Jail

O. Reg. 345/69, Sched. 2.



## REGULATION 167

### under The Department of Correctional Services Act

#### PAROLE

1. The Board shall periodically visit, on such days as it determines, each correctional institution where a candidate for parole is detained. O. Reg. 368/69, s. 1.

2. Before a candidate for parole appears before the Board, the Board shall, where possible, obtain and consider,

- (a) particulars of the trial and convictions of the candidate;
- (b) his sentence;
- (c) his criminal record;
- (d) a report from any person who has reliable information concerning the person's environment before he was detained in a correctional institution;
- (e) a report from the superintendent of the correctional institution as to the general progress made by the candidate towards rehabilitation;
- (f) a report from a qualified person on the physical condition and mental health of the candidate; and
- (g) any other statement or evidence that gives an indication of character, abilities and prospects. O. Reg. 368/69, s. 2.

3. Before reaching its decision, the Board shall give each candidate for parole an opportunity to make representations before it on his own behalf. O. Reg. 368/69, s. 3.

4. The Board shall decide in each case,

- (a) to grant parole at the end of the definite portion of the sentence;
- (b) to grant parole on a specific day during the indeterminate portion of the sentence;
- (c) to defer the decision to a later meeting; or
- (d) to take no action,

and shall notify the candidate in writing of its decision. O. Reg. 368/69, s. 4.

5.—(1) A candidate for parole may apply in writing to the Board to have his case reviewed and

a further hearing granted and the Board shall decide whether or not to grant a rehearing.

(2) The Board shall notify the candidate for parole in writing of its decision. O. Reg. 368/69, s. 5.

6.—(1) The conditions of parole are those set out in Form 1 as completed by the Board.

(2) Subject to subsection 2 of section 34 of the Act, an order of the Board releasing a person on parole is issued subject to the condition that the person sign the certificate of parole in Form 1. O. Reg. 368/69, s. 6.

7. Information submitted in writing by any person under section 29 of the Act shall be in Form 4. O. Reg. 368/69, s. 7.

8. A person on parole shall report by mail in Form 2 to his supervisor on his arrival at his destination. O. Reg. 368/69, s. 8.

9. A person on parole shall on the first day of every month until final release forward by mail to his supervisor a report in Form 3. O. Reg. 368/69, s. 9.

10. The warrant in writing referred to in section 30 of the Act shall be in Form 5. O. Reg. 368/69, s. 10.

#### Form 1

#### *The Department of Correctional Services Act*

#### CERTIFICATE OF PAROLE

Under *The Department of Correctional Services Act* and the regulations, the Board of Parole releases

on parole.....  
(name)

hereafter called the parolee, who was on the.....

day of....., 19....sentenced to an

indeterminate sentence of.....and is now

serving that sentence, to be released from.....

.....  
(name of correctional institution)

upon the following conditions of parole:



1. The parolee shall proceed at once to.....  
.....  
for employment and shall reside at.....  
.....  
and shall there work and reside, if practicable,  
during the period of his parole.

2. Where the parolee finds it desirable to change his employment or residence, he shall first obtain the written consent of the Board of Parole through his supervisor.

3. The parolee shall, on the first day of every month until his final release, forward by mail to his supervisor a report in Form 3.

4. The parolee shall abide by all instructions which may be given by his supervisor particularly with regard to personal or family responsibilities, employment, associations hours, use of intoxicants, and operation of motor vehicles and he shall strictly obey the law.

5. As soon as possible after reaching his destination, the parolee shall report to  
.....  
.....

and at once enter the employment stated in paragraph 1 of these conditions and he shall also report by mail in Form 2 to his supervisor his arrival at his destination, giving his exact residence address.

6. The parolee's supervisor while on parole is....  
.....

Given in duplicate, this.....day of.....,  
19....by authority of the Board of Parole..  
.....  
(Chairman or other official  
designated by him)

Valid only when  
countersigned by .....  
(Superintendent of correctional  
institution)

I have carefully read, and understand the conditions and contents of this certificate of parole and I accept my release thereunder and pledge myself honestly to comply with the conditions therein.

Signed in duplicate, this.....day of.....,  
19....  
.....  
(parolee)

O. Reg. 369/69, Form 1.

Form 2

*The Department of Correctional Services Act*

REPORT OF ARRIVAL OF PAROLEE AT  
DESTINATION

To: The officer designated by the Board of Parole  
as supervisor of parolee:

I report that I have arrived at my destination  
and my exact residence address is.....  
.....

The name and address of my employer is.....  
.....

Dated at.....,

this.....day of.....,

19....  
.....  
(signature of parolee)

O. Reg. 369/69, Form 2.

Form 3

*The Department of Correctional Services Act*

MONTHLY REPORT OF PAROLEE

Name.....

Full post office address, with street number, if any  
.....

1. By whom have you been employed during the  
last month? .....

2. At what kind of work?

3. How many days have you worked?.....

4. What have been your wages per day or month?

5. How much of your earnings have you expended  
and for what?.....  
.....

6. How much have you on hand or due to you?  
On hand \$..... Due \$.....

7. If you have been unemployed during any  
portion of the month state why.....

8. Are you satisfied with your present employ-  
ment?..... If not, why not?.....

9. Do you attend church?.....

10. Have you used drugs?.....

11. Have you consumed alcoholic beverages?...

12. Have you any serious problems or have you  
had any conflict or misunderstanding with anyone?  
If so, state particulars:.....  
.....

Dated at.....,  
this.....day of.....,  
19....

.....  
(signature of parolee)

Endorsement by Parent, Employer, Clergyman or  
other Responsible Citizen.

I have read the above statements of the parolee  
and I certify that to the best of my knowledge and  
belief they are true.

Signed by.....  
Office or business.....  
Address.....

O. Reg. 369/69, Form 3.

Form 4

*The Department of Correctional Services Act*  
INFORMATION AS TO SUITABILITY OF  
A PERSON TO BE PAROLED

Name of person.....  
Alias, if any.....

Sentenced at..... by.....  
Date..... Crime.....  
Sentence..... Correctional Institution.....  
.....  
Date and place of birth.....  
How long in Canada?.....  
Has <sup>he</sup><sub>she</sub> any home?..... What is it like?.....  
.....  
Married;..... If married, address of husband...  
..... wife.....  
Name of father      Address      Occupation  
.....  
Name of mother      Address      Occupation  
.....  
Is anyone financially dependent on the candidate,  
if so, who?.....  
Is the candidate financially dependent on anyone,  
if so, on whom?.....  
.....  
What was school record?.....  
Age when <sup>he</sup><sub>she</sub> left school?..... Grade.....  
Type of companions?.....  
Apart from this crime, what is the person's general  
reputation in the community particularly in regard  
to integrity and willingness to work?.....  
.....  
.....  
Particulars of employment during past five years:..  
Year      Employer      Address      Type of Work  
.....  
.....  
.....

In your opinion, what type of work is <sup>he</sup><sub>she</sub> best fitted for?.....

If paroled, who will give employment?.....

Has <sup>he</sup><sub>she</sub> regularly attended church?.....

Which?.....

Name and address of clergyman.....

What are <sup>his</sup><sub>her</sub> special weaknesses or bad habits?.....

.....

In your opinion, what led <sup>him</sup><sub>her</sub> to commit the crime?.....

.....

.....

What relationship do you have to the candidate for parole?.....

Further information or remarks.....

.....

.....

.....

.....

Dated at.....,

this.....day of.....,

19....

.....

(signature)

.....

(name and address)

O. Reg. 369/69, Form 4.

Form 5

*The Department of Correctional Services Act*

WARRANT

(under section 30 of *The Department of Correctional Services Act*)

To: Any Peace Officer

WHEREAS on the.....day of....., 19.... parole was granted, subject to the conditions and provisions set forth in a certificate of parole issued under the seal of the Board of Parole, to,

Name..... Number.....

who was convicted of.....

on the .....day of....., 19...., and was then and there sentenced to.....

and was at the date of the said certificate of parole confined in.....;

AND WHEREAS, I am a person having authority under *The Department of Correctional Services Act* to authorize the arrest and return to a correctional institution of a person on parole whenever I believe on reasonable and probable grounds that the person has failed to observe any condition of his parole;

NOW, THEREFORE, in pursuance of the authority vested in me as aforesaid, I hereby, in Her Majesty's name, command you to arrest.....

and return him to.....

(correctional institution)

Dated at.....,

this.....day of.....,

19....

.....

A member of the Board of Parole or person designated by the Board under section 30 of *The Department of Correctional Services Act*.

O. Reg. 369/69, Form 5.



REGULATION 168

under The Department of Education Act

ARENA MANAGERS' CERTIFICATES AND  
ARENA PROGRAMS

INTERPRETATION

1. In this Regulation,
- (a) "applicant" means an applicant for an arena manager's certificate;

(b) "certification course" means the in-service training course in arena management conducted by the Ontario Arenas Association and approved by the Administrator of Community Programs Division appointed under the Act;

(c) "Deputy Minister" means Deputy Minister of Education. O. Reg. 68/67, s. 1; O. Reg. 368/67, s. 1.

CERTIFICATES

2. Where an applicant submits to the Deputy Minister evidence of the successful completion of the certification course on or after the 1st day of January, 1957, the Minister shall grant the applicant an Interim Arena Manager's Certificate in Form 1. O. Reg. 68/67, s. 2.

3. Where an applicant submits to the Deputy Minister,

- (a) an Interim Arena Manager's Certificate, granted under section 2; and

(b) evidence of at least two years of full-time experience as an arena manager, subsequent to the date of his Interim Arena Manager's Certificate or the date upon which he became eligible to receive an Interim Arena Manager's Certificate,

the Minister shall grant the applicant, upon the recommendation of the Administrator of Community Programs Division, a Permanent Arena Manager's Certificate in Form 2. O. Reg. 68/67, s. 3; O. Reg. 368/67, s. 2.

GRANTS

4. An annual grant shall be paid to a municipal council where,

- (a) the arena board has provided an arena program approved by the Minister during the year for which the grant is paid;

(b) the arena manager holds a Permanent Arena Manager's Certificate; and

(c) the arena manager is employed full-time in charge of staff and program. O. Reg. 68/67, s. 4.

5. The amount of a grant for a year paid under section 4 is \$600 with respect to one arena manager in each municipally operated arena but the grant shall not exceed \$1,200 to a municipal council. O. Reg. 68/67, s. 5.

6. Notwithstanding sections 4 and 5, an annual grant shall not be paid to a municipal council that receives a grant under Regulation 200 of Revised Regulations of Ontario, 1970 towards the salary of an arena manager who holds a Municipal Recreation Director's Certificate. O. Reg. 68/67, s. 6.

REDUCTION IN GRANTS

7. Where in any year the amount appropriated by the Legislature for the grants under this Regulation is insufficient to pay the grants in full, the Minister may make a *pro rata* reduction. O. Reg. 68/67, s. 7, amended.

Form 1

*The Department of Education Act*

INTERIM ARENA MANAGER'S CERTIFICATE

This is to certify that .....  
having complied with the regulations prescribed for the Department of Education is hereby granted an Interim Arena Manager's Certificate.

Dated at Toronto, this ..... day of ....., 19....

Registered Number .....

.....  
Registrar Minister of Education  
O. Reg. 68/67, Form 1.

Form 2

*The Department of Education Act*

PERMANENT ARENA MANAGER'S  
CERTIFICATE

This is to certify that .....  
having complied with the regulations prescribed for  
the Department of Education is hereby granted a  
Permanent Arena Manager's Certificate.

Dated at Toronto, this ..... day of ....., 19....

Registered Number .....

.....	.....
Registrar	Minister of Education

O. Reg. 68/67, Form 2.

## REGULATION 169

### under The Department of Education Act

#### COLLEGES OF APPLIED ARTS AND TECHNOLOGY

##### 1. In this Regulation,

- (a) "college" means a college of applied arts and technology that offers programs of instruction in one or more fields of vocational, technological, general and recreational education and training in day or evening courses and for full-time or part-time students;
- (b) "Council of Regents" means the Ontario Council of Regents for Colleges of Applied Arts and Technology;
- (c) "municipality" means a city, town, village or township. O. Reg. 268/65, s. 1.

2.—(1) The members of the Council of Regents except the chairman, shall be paid the actual amounts spent in travelling and living expenses while engaged in business of the Council of Regents.

(2) The chairman of the Council of Regents shall be paid a travelling allowance or his actual expenses incurred in the business of the Council.

(3) In addition to the payment under subsection 1, there shall be paid to each member of the Council of Regents except the chairman, for each day that he attends a meeting in respect of the business of the Council of Regents, a per diem allowance of \$60.

(4) Where the Minister designates a member of the Council of Regents as chairman of the Council of Regents, such person shall be paid a per diem allowance of \$125, to a maximum of \$33,000 per annum. O. Reg. 218/70, s. 1.

3.—(1) A board of governors for a college shall be composed of twelve members, seven of whom, excluding the *ex officio* member referred to in subsection 9, constitute a quorum.

(2) Where a college has been established in an area that comprises one municipality, or part of a municipality,

- (a) the municipal council shall appoint four members to the board of governors, one of whom shall retire each year, the order of retirement to be determined by the municipal council; and

- (b) the Council of Regents shall appoint eight members to the board of governors, two of whom shall retire each year, the order of retirement to be determined by the Council of Regents.

(3) Where a college has been established in an area that comprises two or more municipalities, or parts of municipalities, the board of governors shall be established on a formula that is provided by the Council of Regents and that is suitable to the municipal structure of the area.

(4) Any member of the board of governors is eligible for reappointment.

(5) Where a vacancy occurs in the membership of a board of governors, the vacancy shall be filled, in the case of,

- (a) a member appointed by a municipal council, by the municipal council; and
- (b) a member appointed by the Council of Regents, by the Council of Regents.

(6) The first members of a board of governors shall take office upon their appointment, and thereafter members of a board of governors shall be appointed at the last regular meeting in a year of,

- (a) in the case of a member appointed by a municipal council, the municipal council; and
- (b) in the case of a member appointed by the Council of Regents, the Council of Regents,

and shall take office on the 1st day of January in the year following their appointment.

(7) The first meeting of a board of governors shall be held at such time and at such place as the Council of Regents determines and subsequent meetings shall be held at least once a month at such times and at such places as the board of governors determines.

(8) A board of governors shall elect annually from among its members a chairman and a vice-chairman who shall be eligible for reappointment.

(9) A director of a college shall be an *ex officio* member of the board of governors.

(10) The board of governors shall appoint a secretary-treasurer.



(11) Minutes of each meeting and such other records as are required by a board of governors or by the Council of Regents shall be kept by the secretary-treasurer. O. Reg. 268/65, s. 3.

4.—(1) Upon assuming office a board of governors shall make a study of the post-secondary and adult education needs of the area for which the college has been established and shall, as soon as possible after the first meeting of the board of governors, submit for approval to the Council of Regents a report containing specific recommendations concerning the proposed educational program. O. Reg. 268/65, s. 4 (1)

(2) The Council of Regents shall consider the recommendations contained in the report referred to in subsection 1 and,

(a) where the Council of Regents considers it necessary, may modify or otherwise alter the recommendations; and

(b) shall submit the recommendations, or the recommendations as modified or otherwise altered, to the Minister for his approval. O. Reg. 268/65, s. 4 (2), *amended*.

(3) Where the Minister approves the recommendations, or the recommendations as modified or otherwise altered, the board of governors shall employ an architect.

(4) The architect employed by the board of governors shall,

(a) prepare sketch plans of the college based upon the approved recommendations; and

(b) estimate the cost of the construction of the college.

(5) The sketch plans and the estimate of costs of construction shall be submitted by the board of governors for approval to the Minister.

(6) Where the sketch plans are approved under subsection 5, the board of governors shall cause the architect to prepare final plans and specifications for construction of the college and shall submit the final plans and specifications to the Minister for his approval.

(7) Where the Minister approves the final plans and specifications referred to in subsection 6, the board of governors shall call for tenders for construction and, subject to the approval of the Minister, shall award the contract to the person who offers the lowest tender. O. Reg. 268/65, s. 4, (3-7).

5. Subject to the approval of the Minister upon the recommendation of the Council of Regents, the board of governors shall select the site, or sites, of the college. O. Reg. 268/65, s. 5.

6.—(1) A board of governors shall appoint,

(a) a director of the college;

(b) a principal for each division of the college; and

(c) a registrar and a bursar and such other administrative, teaching and non-teaching personnel as are necessary,

at the salary and wage rates and according to the terms and conditions established by the Council of Regents and approved by the Minister.

(2) A board of governors shall, not later than the 1st day of September, submit annually for the approval of the Minister an estimate of its operating and capital costs for the next ensuing fiscal year.

(3) The estimate referred to in subsection 2 shall include any estimated surplus or deficit of the current year.

(4) A board of governors shall have printed annually publications of programs of instruction, admission requirements and fees, approved by the Minister upon the recommendation of the Council of Regents.

(5) A board of governors shall appoint an auditor and, not later than the 30th day of June in each year, submit to the Minister an audited financial statement for the preceding fiscal year. O. Reg. 268/65, s. 6.

7.—(1) A board of governors may, at any time, recommend the introduction of new educational programs at the college to the Council of Regents.

(2) The Council of Regents shall consider the recommendation and,

(a) where the Council of Regents considers it necessary, may modify or otherwise alter the recommendation; and

(b) shall submit the recommendation, or the recommendation as modified or otherwise altered, to the Minister for his approval.

(3) Where the Minister approves the recommendation, or the recommendation as modified or otherwise altered, the board of governors shall include the new educational program or the educational program as modified or otherwise altered, in the programs of instruction at the college. O. Reg. 268/65, s. 7, *amended*.

8. Except for programs of instruction conducted under subsection 5 of section 15 of the Act, programs of instruction leading to a certificate or diploma shall be approved by the Minister. O. Reg. 268/65, s. 8.

9.—(1) An advisory committee for each branch of a program of instruction offered at a college shall be composed of members appointed by the board of governors for the college.

(2) An advisory committee shall advise the board of governors and make recommendations to the board of governors regarding programs of instruction and the introduction of new programs of instruction. O. Reg. 268/65, s. 9.

10.—(1) Subject to the conditions outlined in the publications of the board of governors, referred to in subsection 4 of section 6, any person who is the holder,

(a) of an Ontario Secondary School graduation diploma obtained at the end of Grade 12 from any Branch or Program; or

(b) of the Ontario Secondary School honour graduation diploma obtained upon completion of Grade 13,

shall be admitted to an appropriate program of instruction upon payment of the fee required.

(2) Subject to the conditions outlined in the publications of the board of governors referred to in subsection 4 of section 6, any person who has attained the age of nineteen years on or before the date of commencement of the program of instruction in which he plans to enrol shall be admitted to an appropriate program of instruction, upon payment of the fee required. O. Reg. 268/65, s. 10.

11. A board of governors may approve allowances for travelling on college business by members of the board of governors, the advisory committees, and members of the administrative, teaching and non-teaching personnel of the college, and provision therefor shall be made in the annual budget. O. Reg. 268/65, s. 11.

12. Except for programs of instruction conducted under subsection 5 of section 15 of the Act, the Minister shall establish certificates and diplomas of standing and shall award such certificates and diplomas upon the recommendation of the board of governors and the Council of Regents and, where no certificates or diplomas are established for programs of instruction, the board of governors may issue certificates of standing. O. Reg. 268/65, s. 12.

## REGULATION 170

under The Department of Education Act

### THE ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Algonquin College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns within the counties of Renfrew, Lanark, Russell and Prescott and the Regional Municipality of Ottawa-Carleton, and the board of governors of the college shall be known as "The Board of Governors of The Algonquin College of Applied Arts and Technology". O. Reg. 254/66, s. 1, *amended*.



## REGULATION 171

### under The Department of Education Act

#### THE CAMBRIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Cambrian College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns, within the territorial districts of Algoma, Manitoulin, Sudbury and Nipissing, and the board of governors of the college shall be known as "The Board of Governors of The Cambrian College of Applied Arts and Technology". O. Reg. 382/66, s. 1, *amended*.

## REGULATION 172

**under The Department of Education Act**

### THE CENTENNIAL COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. A college of applied arts and technology to be known as "The Centennial College of Applied Arts and Technology" is established for the area comprised of the boroughs of Scarborough and East York in The Municipality of Metropolitan Toronto, and the board of governors of the college shall be known as "The Board of Governors of The Centennial College of Applied Arts and Technology". O. Reg. 190/66, s. 1, *amended*.

## REGULATION 173

### under The Department of Education Act

#### THE CONESTOGA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Conestoga College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns, within the counties of Huron, Perth, Waterloo and Wellington, and the board of governors of the college shall be known as "The Board of Governors of The Conestoga College of Applied Arts and Technology". O. Reg. 216/67, s. 1, *amended*.



## REGULATION 174

### under The Department of Education Act

#### THE CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Confederation College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns, within the territorial districts of Kenora, Rainy River and Thunder Bay, and the board of governors of the college shall be known as "The Board of Governors of The Confederation College of Applied Arts and Technology". O. Reg. 62/67, s. 1, *amended*.

**REGULATION 175****under The Department of Education Act****THE DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

1. The college of applied arts and technology known as "The Durham College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns, within the counties of Ontario and Durham, and the board of governors of the college shall be known as "The Board of Governors of The Durham College of Applied Arts and Technology". O. Reg. 45/67, s. 1; O. Reg. 292/67, s. 1, *amended*.

## REGULATION 176

### under The Department of Education Act

#### THE FANSHAWE COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Fanshawe College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns, within the counties of Middlesex, Elgin, Norfolk and Oxford, and the board of governors of the college shall be known as "The Board of Governors of The Fanshawe College of Applied Arts and Technology".  
O. Reg. 383/66, s. 1, *amended*.



**REGULATION 177****under The Department of Education Act****THE GEORGE BROWN COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

1. The college of applied arts and technology known as "The George Brown College of Applied Arts and Technology" is continued for the area comprised of the City of Toronto, and the board of governors of the college shall be known as "The Board of Governors of The George Brown College of Applied Arts and Technology". O. Reg. 432/67, s. 1, *amended*.

## REGULATION 178

### under The Department of Education Act

#### THE GEORGIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Georgian College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns, within the counties of Bruce, Grey, Dufferin and Simcoe, the District Municipality of Muskoka and the Territorial District of Parry Sound and the board of governors of the college shall be known as "The Board of Governors of The Georgian College of Applied Arts and Technology". O. Reg. 109/67, s. 1, *amended*.

## REGULATION 179

under The Department of Education Act

### THE HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Humber College of Applied Arts and Technology" is continued for the area comprised of the boroughs of Etobicoke and York, and the board of governors of the college shall be known as "The Board of Governors of The Humber College of Applied Arts and Technology". O. Reg. 399/66, s. 1, *amended*.



## REGULATION 180

**under The Department of Education Act**

### THE LAMBTON COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Lambton College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns within the County of Lambton, and the board of governors of the college shall be known as "The Board of Governors of the Lambton College of Applied Arts and Technology". O. Reg. 228/66, s. 1, *amended*.

## REGULATION 181

**under The Department of Education Act**

### THE LOYALIST COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Loyalist College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns, within the counties of Lennox and Addington, Prince Edward, Hastings, and Northumberland except the Town of Cobourg and the townships of Hamilton and South Monaghan, and the board of governors of the college shall be known as "The Board of Governors of The Loyalist College of Applied Arts and Technology". O. Reg. 184/68, s. 1, *amended*.

## REGULATION 182

### under The Department of Education Act

#### THE MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Mohawk College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns, within the counties of Wentworth and Brant, and the townships of Oneida, Seneca, North Cayuga, Walpole and Rainham in the County of Haldimand and any urban municipalities within the boundaries of those townships and that part of the Regional Municipality of Niagara that was formerly the townships of Caistor, North Grimsby and South Grimsby in the County of Lincoln and any urban municipalities within the boundaries of such part, and, the board of governors of the college shall be known as "The Board of Governors of The Mohawk College of Applied Arts and Technology". O. Reg. 352/66, s. 1, *amended*.



## REGULATION 183

under The Department of Education Act

### THE NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Niagara College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns, within that part of the Regional Municipality of Niagara that was formerly the county of Welland, and that part of the said regional municipality that was formerly the townships of Clinton, Grantham, Gainsborough, Louth and Niagara in the County of Lincoln and any urban municipalities within the boundaries of such part, and the townships of Moulton, Sherbrooke, Dunn, Canborough and South Cayuga in the County of Haldimand and any urban municipalities within the boundaries of those townships, and the board of governors of the college shall be known as "The Board of Governors of The Niagara College of Applied Arts and Technology". O. Reg. 55/67, s. 1, *amended*.

## REGULATION 184

### under The Department of Education Act

#### THE NORTHERN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Northern College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns, within the districts of Cochrane and Timiskaming, and the board of governors of the college shall be known as "The Board of Governors of The Northern College of Applied Arts and Technology". O. Reg. 8/67, s. 1, *amended*.

**REGULATION 185****under The Department of Education Act****THE ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

1. The college of applied arts and technology known as "The St. Clair College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns within the counties of Essex and Kent, and the board of governors of the college shall be known as "The Board of Governors of The St. Clair College of Applied Arts and Technology". O. Reg. 255/66, s. 1, *amended*.



## **REGULATION 186**

**under The Department of Education Act**

### **THE ST. LAWRENCE COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

1. The college of applied arts and technology known as "The St. Lawrence College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns, within the counties of Frontenac, Leeds, Grenville, Dundas, Stormont, and Glengarry, and the board of governors of the college shall be known as "The Board of Governors of The St. Lawrence College of Applied Arts and Technology". O. Reg. 9/67, s. 1.

## REGULATION 187

under The Department of Education Act

### THE SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Seneca College of Applied Arts and Technology" is continued for the area comprised of the Borough of North York and all the municipalities within the Regional Municipality of York that do not form part of The Municipality of Metropolitan Toronto, and the board of governors of the college shall be known as "The Board of Governors of The Seneca College of Applied Arts and Technology". O. Reg. 61/67, s. 1, *amended*.

## REGULATION 188

**under The Department of Education Act**

### THE SHERIDAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Sheridan College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns, within the counties of Peel and Halton, and the board of governors of the college shall be known as "The Board of Governors of The Sheridan College of Applied Arts and Technology". O. Reg. 178/67, s. 1, *amended*.



## REGULATION 189

### under The Department of Education Act

#### THE SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. The college of applied arts and technology known as "The Sir Sandford Fleming College of Applied Arts and Technology" is continued for the area comprised of all the municipalities, including any cities or separated towns, within the counties of Victoria and Peterborough and the Provisional County of Haliburton, and the Town of Cobourg and the townships of Hamilton and South Monaghan in the County of Northumberland, and the board of governors of the college shall be known as "The Board of Governors of The Sir Sandford Fleming College of Applied Arts and Technology". O. Reg. 186/68, s. 1, *amended*.

## REGULATION 190

### under The Department of Education Act

#### DIPLOMAS—ELEMENTARY AND SECONDARY SCHOOLS

##### INTERPRETATION

##### 1. In this Regulation,

- (a) "branch" means a branch referred to in section 28;
- (b) "candidate" means candidate for a diploma, certificate or statement of standing;
- (c) "course of study" means course of study defined, recommended, or approved under section 9 of *The Department of Education Act*;
- (d) "inspected private school" means a school referred to in section 10. O. Reg. 122/64, s. 1.

#### PART I

##### THE CONTINUING PROGRAM

##### COURSES OF STUDY IN GRADES 11 AND 12

##### 2. The courses of study in Grades 11 and 12 of the continuing program are designated as,

- (a) the general course;
- (b) the technical course;
- (c) the home economics course;
- (d) the commercial course; and
- (e) the art course. O. Reg. 142/61, s. 4; O. Reg. 122/64, s. 3.

##### SUBJECTS OF THE COURSES

##### 3. The subjects of Grade 11 and 12 of the general course are as follows:

- 1. Obligatory subjects being English, History, Physical Education.
- 2. Optional subjects being any four or more of Mathematics, Science or Agricultural Science, Geography, French, Latin, German, Greek, Spanish, Italian, Russian, Commercial Work, Industrial Arts or Home Economics, Art or Music, Agriculture. O. Reg. 142/61, s. 5.

##### 4. The subjects of Grades 11 and 12 of the technical course are as follows:

- 1. Obligatory subjects being English, History of Industry and Elements of Economics, Physical Education, Mathematics, Science, Shop Work or Drafting.
- 2. Optional subjects being Art, Music, Commercial Work or a modern language in place of four periods of shop work. O. Reg. 142/61, s. 6.

##### 5. The subjects of Grades 11 and 12 of the home economics course are as follows:

- 1. Obligatory subjects being English, History and Elements of Economics, Physical Education, Science or Agricultural Science or Art, Home Economics.
- 2. Optional subjects being any one of French, Mathematics, Music, Commercial Work, Science or Art, if not taken as an obligatory subject. O. Reg. 142/61, s. 7.

##### 6. The subjects of the commercial course are as follows:

- 1. Obligatory subjects being English, including Correspondence, History of Commerce and Elements of Economics, Physical Education, Commercial Subjects.
- 2. Optional subjects being General Mathematics or Business Arithmetic, French, Art or Music, Science, Geography, Merchandising, Home Economics or Shop Work and Drafting or Industrial Arts. O. Reg. 142/61, s. 8.

##### 7. The subjects of the art course are as follows:

- 1. Obligatory subjects being English, History, Physical Education, Art and Crafts.
- 2. Optional subjects being any one of Science, Mathematics, Shop Work and Drafting or Home Economics, French, Commercial Work. O. Reg. 142/61, s. 9.

##### 8. In sections 9, 10, 11, 12 and 13 "subject" means,

- (a) in the case of Science, either or both of Physics and Chemistry, as the case may be;



- (b) in the case of Mathematics, either or both of Geometry and Algebra, as the case may be;
- (c) in the case of History, either or both of World History, Part I and World History, Part II, as the case may be; and
- (d) in the case of Geography, either or both of Geography, Part I and Geography, Part II, as the case may be. O. Reg. 142/61, s. 10.

#### GRADE 12 STANDING OF THE GENERAL COURSE

##### 9. Where a candidate has,

- (a) attended regularly the day or evening classes of Grades 11 and 12 in a secondary school; and
- (b) obtained a standing of at least 50 per cent in a subject taught in accordance with the Grades 11 and 12 course of study of the general course,

the principal may grant the candidate Grade 12 standing of the general course in the subject concerned in Form 1. O. Reg. 142/61, s. 11.

#### CANDIDATES FROM PRIVATE SCHOOLS

10.—(1) Where the principal of a private school applies to the Minister to have secondary-school inspectors report upon his school in respect of the qualifications of the teachers and the standard of instruction in the subjects of Grades 11 and 12 of one of the courses of study designated in section 2 the Minister may arrange for the inspection.

(2) Where the report is satisfactory, the principal may grant Grade 12 standing of the general course in the subject concerned, in Form 1, to a candidate who has,

- (a) attended regularly the day or evening classes of Grades 11 and 12 in the school; and
- (b) has obtained a standing of at least 50 per cent in a subject taught in accordance with the Grades 11 and 12 courses of study of the general course. O. Reg. 142/61, s. 12.

#### PRIVATE STUDY CANDIDATES

##### 11.—(1) Where a candidate has,

- (a) prepared himself by private study for examination in a subject of Grades 11 and 12 of the general course; and
- (b) obtained at least 50 per cent on tests set by the principal of a secondary school or of an inspected private school on which the report under section 10 is satisfactory,

the principal may grant the candidate Grade 12 standing of the general course in the subject concerned in Form 2.

(2) The candidate shall apply to the principal not later than the 1st day of April to take the tests and the principal shall arrange for him to do so.

(3) Except with the permission of his principal, a pupil may not be a private-study candidate at any school in a subject of Grades 11 and 12 of the general course that is taught in the day or evening classes of the secondary school or inspected private school he attends during the school year. O. Reg. 142/61, s. 13.

#### DEPARTMENTAL CORRESPONDENCE COURSES CANDIDATES

12. Where a candidate has, through the Departmental correspondence courses,

- (a) prepared himself for examination in a subject of Grades 11 and 12 of the general course; and
- (b) obtained at least 50 per cent on tests set by the director of the courses during and at the end of the school year,

the director may grant the candidate Grade 12 standing of the general course in the subject concerned in Form 3. O. Reg. 142/61, s. 14.

#### CANDIDATES FROM SUMMER SCHOOL

13.—(1) Where a board of education, a collegiate institute board, a high school board or the Minister,

- (a) conducts a summer school of at least six weeks duration during July and August in subjects of Grades 11 and 12 of the general course; and
- (b) obtains the Minister's prior approval of the summer school for the purpose of the granting of Grade 12 standing of the general course,

the principal of the summer school may grant Grade 12 standing of the general course in a subject of Grades 11 and 12 in Form 4 to a candidate who,

- (c) studied the subject in the day classes of a secondary school or of an inspected private school during the previous year;
- (d) did not fail in more than two subjects at the end of the previous year;
- (e) was recommended by his principal for admission to the summer school in not more than two subjects; and



(f) obtains a standing of at least 50 per cent in the tests set by the principal of the summer school.

(2) On or before the 24th day of August, the principal of the summer school shall report the standing obtained by a candidate under this section to the principal of the school that the candidate attended during the previous school year.

(3) Grade 12 standing in a subject of Grades 11 and 12 of the general course that is granted by the principal of a summer school under this section shall be accepted by the principal of the school attended by the candidate during the previous school year as if it had been granted upon his report. O. Reg. 142/61, s. 15, *amended*.

CANDIDATES UNDER ONTARIO  
MANPOWER RETRAINING PROGRAM

14. Where the principal of a class under the Ontario Manpower Retraining Program and the Director of the Applied Arts and Technology Branch report to the Deputy Minister on behalf of a candidate that he has completed successfully the course of study in Grade 9, 10, 11 or 12 in one of the subjects referred to in subsection 2 of section 30, in section 32, and in subsection 3 of section 35, the Registrar shall issue to him a statement of equivalent educational standing in Form 8. O. Reg. 143/67, s. 1.

GRADE 12 STANDING BASED ON STANDING IN  
GRADE 13 SUBJECTS

15. Where a statement of standing indicates that a candidate has received standing of at least 40 per cent in a subject shown in column 1 of the following Table, the candidate shall be deemed to hold Grade 12 standing of the general course in the subject set opposite thereto in column 2, as follows:

COLUMN 1 Grade 13 Standing	COLUMN 2 Grade 12 Standing
English Composition and English Literature	English
Algebra	Algebra
Geometry	Geometry
Physics	Physics
Chemistry	Chemistry
Music	Music
French Authors and French Composition	French
Latin Authors and Latin Composition	Latin

COLUMN 1 Grade 13 Standing	COLUMN 2 Grade 12 Standing
German Authors and German Composition	German
Spanish Authors and Spanish Composition	Spanish
Italian Authors and Italian Composition	Italian
Russian Authors and Russian Composition	Russian

O. Reg. 142/61, s. 16, *amended*.

SECONDARY SCHOOL GRADUATION DIPLOMAS

16. The types of Secondary School Graduation Diplomas are,

- (a) General;
  - (i) Accountancy,
  - (ii) Clerical,
  - (iii) General Business,
  - (iv) General Business-Bilingual,
  - (v) Merchandising,
  - (vi) Secretarial,
  - (vii) Special, and
  - (viii) Special-Bilingual;
- (d) Home Economics,
  - (i) Clothing and Textiles,
  - (ii) Food and Nutrition,
  - (iii) Hairdressing and Beauty Culture,
  - (iv) Homemaking,
  - (v) Nursing Assistant, and
  - (vi) Salesmanship; and
- (e) Technical,
  - (i) Aircraft Mechanics,
  - (ii) Applied Electricity,
  - (iii) Applied Electronics,
  - (iv) Auto Mechanics-General,
  - (v) Auto Mechanics-Body Repair,
  - (vi) Chemistry,
  - (vii) Drafting-Architectural and Building Construction,
  - (viii) Drafting-Mechanical,
  - (ix) Electrical and Steam Operating,
  - (x) Fine Instrument Practice,

- (xi) Foundry Practice,
- (xii) Machine Shop Practice,
- (xiii) Mining,
- (xiv) Music,
- (xv) Plastics,
- (xvi) Plumbing,
- (xvii) Printing,
- (xviii) Sheet-Metal Practice,
- (xix) Tailoring
- (xx) Watch Making,
- (xxi) Welding,
- (xxii) Woodworking-Cabinet Making,
- (xxiii) Woodworking-Carpentry,
- (xxiv) Woodworking-General,
- (xxv) Woodworking-Pattern Making, and
- (xxvi) Special. O. Reg. 142/61, s. 17.

THE SECONDARY SCHOOL GRADUATION DIPLOMA  
OF THE GENERAL COURSE

**17.—(1)** Where the principal of a secondary school or an inspected private school reports to the Deputy Minister on behalf of a candidate that he has,

- (a) attended regularly the Grades 11 and 12 day or evening classes of the school; and
- (b) been granted Grade 12 standing of the general course in all the required subjects,

the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant him the Secondary School Graduation Diploma of the General Course in Form 5.

**(2)** Where the principal of a secondary school or an inspected private school reports to the Deputy Minister on behalf of a candidate that he has,

- (a) attended regularly the day or evening classes of the school in Grade 12;
- (b) obtained Grade 12 standing of the general course in the required subjects of Grade 12 in the day or evening classes of the school; and
- (c) obtained standing elsewhere in courses of study that, in the opinion of the principal, are equal in content to that of the Grade 11 work in the required subjects concerned,

the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant him the Secondary School Graduation Diploma of the General Course in Form 5. O. Reg. 142/61, s. 18.

PRIVATE STUDY CANDIDATES

**18.** Where the principal of a secondary school or an inspected private school reports to the Deputy Minister on behalf of a candidate,

(a) that he has submitted evidence that by private study or otherwise he has obtained statements of Grade 12 standing of the general course in all of the required subjects; and

(b) that the last standing required was obtained at the school of which he is principal,

the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant the candidate the Secondary School Graduation Diploma of the General Course in Form 6. O. Reg. 142/61, s. 19.

DEPARTMENTAL CORRESPONDENCE COURSES  
CANDIDATES

**19.** Where the director of the Departmental correspondence courses reports to the Deputy Minister on behalf of a candidate,

(a) that he has submitted evidence that by private study or otherwise he has obtained statements of Grade 12 standing in all of the required subjects; and

(b) that the last standing required was obtained through the Departmental correspondence courses,

the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant the candidate the Secondary School Graduation Diploma of the General Course in Form 5. O. Reg. 142/61, s. 20.

CANDIDATES COMPLETING REQUIREMENTS  
AT SUMMER SCHOOLS

**20.—(1)** Where the principal of a secondary school or an inspected private school reports to the Deputy Minister on behalf of a candidate that he,

(a) failed to complete the requirements for the diploma at the end of the school year; and

(b) through attendance and examination at a summer school under section 13 completed the requirements,

the Minister shall grant the candidate the Secondary School Graduation Diploma of the General Course in Form 5.

**(2)** The report referred to in subsection 1 shall be made before the 1st day of September. O. Reg. 142/61, s. 21.



GRADE 12 STANDING IN COURSES OTHER THAN  
THE GENERAL COURSE

21. Where a candidate has,

- (a) attended regularly the day or evening classes of Grades 11 and 12 in a secondary school; and
- (b) obtained a standing of at least 50 per cent in a subject taught in accordance with the Grades 11 and 12 course of study of the technical course, the home economics course, the commercial course, or the art course,

the principal may grant the candidate Grade 12 standing in the subject and the course concerned in Form 7. O. Reg. 142/61, s. 22.

22. Where a candidate has,

- (a) attended regularly the day or evening classes of Grades 11 and 12 in an inspected private school on which the report referred to in section 10 is satisfactory; and
- (b) obtained a standing of at least 50 per cent in a subject taught in accordance with the Grades 11 and 12 course of study of the technical course, the home economics course, the commercial course, or the art course,

the principal may grant the candidate Grade 12 standing in the subject and the course concerned in Form 7. O. Reg. 142/61, s. 23.

SECONDARY SCHOOL GRADUATION DIPLOMAS  
COURSES OTHER THAN THE GENERAL COURSE

23. Where the principal of a secondary school or an inspected private school reports to the Deputy Minister on behalf of a candidate that he has,

- (a) attended regularly the Grades 11 and 12 day or evening classes of the school; and
- (b) been granted Grade 12 standing of the technical course, the home economics course, the commercial course, or the art course,

the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant him a Secondary School Graduation Diploma in Form 9. O. Reg. 142/61, s. 24.

24. Where the principal of a secondary school or of an inspected private school on which the report under section 10 is satisfactory reports to the Deputy Minister on behalf of a candidate that he has completed successfully three years in one course followed by the successful completion of a years work in another course, the Minister shall, upon the recom-

mendation of the Superintendent of Secondary Education, grant him the Secondary School Graduation Diploma in Form 10. O. Reg. 142/61, s. 25.

25. Where the principal of a secondary school reports to the Deputy Minister on behalf of a candidate that he has successfully completed the work of Grades 11 and 12 in a course other than the general course, under a co-operative plan whereby part of the Grade 12 course is taken in industry or business, and that the plan was approved by the Minister at the beginning of the school year, the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant the candidate the Secondary School Graduation Diploma in Form 9. O. Reg. 142/61, s. 26.

COURSES OF STUDY IN GRADE 13

26. The subjects of Grade 13 are as follows:

1. Obligatory subject being English (two papers).
2. Optional subjects being Physical Education, History, Algebra or Mathematics of Investment, Geometry, Trigonometry and Statics, Botany, Zoology, Physics, Chemistry, Art, Latin (two papers), French or French for French-speaking candidates (two papers), German (two papers), Spanish (two papers), Italian (two papers), Music, Accountancy Practice or Secretarial Practice, Geography, Russian (two papers). O. Reg. 142/61, s. 28; O. Reg. 122/64, s. 6.

SECONDARY SCHOOL HONOUR GRADUATION  
DIPLOMAS

27. Where the principal of a secondary school reports to the Deputy Minister on behalf of a candidate that he has,

- (a) attended for at least one year in Grade 13 day classes of a secondary school; and
- (b) obtained Grade 13 standing of the general course in English Composition and English Literature and in at least six additional papers,

the Minister shall grant the candidate the Secondary School Honour Graduation Diploma in Form 11. O. Reg. 142/61, s. 30; O. Reg. 122/64, s. 30; O. Reg. 122/64, s. 8 (1).

PART II

THE REORGANIZED PROGRAM

28. The branches of the reorganized program are designated as,

- (a) the Arts and Science Branch;



- (b) the Business and Commerce Branch; and
- (c) the Science, Technology, and Trades Branch. O. Reg. 122/64, s. 9.

29. The programs in the reorganized program are,

- (a) the Five-Year Program in each of the branches;
- (b) the Four-Year Program in each of the branches;
- (c) the Two-Year Program in connection with the Four-Year Program in each of the branches; and
- (d) the Occupational Program of one or two years duration, for pupils who are at least fifteen years of age and who have been transferred rather than promoted from Grade 8 to a secondary school. O. Reg. 122/64, s. 9.

#### SUBJECT OF GRADE 9

30.—(1) The subjects of Grade 9 in the Five-Year Program in the three branches are as follows:

1. Obligatory subjects being English, History, Geography, Physical Education, Mathematics, Science, French or Français, Group Guidance, and in addition,

- (i) in the Business and Commerce Branch, Commercial Subjects, and

- (ii) in the Science, Technology, and Trades Branch, one of Technical Subjects or Home Economics or Vocational Art.

2. Optional subjects being, in the Arts and Science Branch, any one or two of Latin, Art or Music, Industrial Arts or Technical Subjects, Home Economics, Agriculture, Business Practice or Typewriting.

(2) The subjects of Grade 9 in the Four-Year Program in the three branches are as follows:

1. Obligatory subjects being English, History, Geography, Physical Education, Mathematics, Science, Group Guidance and, at the discretion of the principal, French or Français and in addition,

- (i) in the Business and Commerce Branch, Business and Commercial Subjects, and

- (ii) in the Science, Technology and Trades Branch, Technical Subjects or Home Economics or Vocational Art.

2. Optional subjects being, in the Arts and Science Branch, any one or two of Latin, Art or Music, Industrial Arts or Technical Subjects, Home Economics, Agriculture, Business Practice or Typewriting. O. Reg. 122/64, s. 9.

#### SUBJECTS OF GRADE 10

31.—(1) The subjects of Grade 10 in the Five-Year Program in the Arts and Science Branch are as follows:

1. Obligatory subjects being English, History, Geography, Physical Education, Mathematics, Science and one of French or Français, Latin, Greek, German, Spanish, Italian and Russian.

2. Optional subjects being any one or two of Art, Music, Industrial Arts or Technical Subjects, Home Economics, Agriculture, Business Practice or Typewriting, and an additional language not chosen as an obligatory subject.

(2) The subjects of Grade 10 in the Five-Year Program in the Business and Commerce Branch are English, History, Geography, Physical Education, Business Subjects or Commercial Subjects, and any three of Mathematics, Science, Latin, French or Français, German, Greek, Spanish, Italian and Russian.

(3) The subjects of Grade 10 in the Five-Year Program in the Science, Technology, and Trades Branch are English, History, Geography, Physical Education, Mathematics, Science, and one of French or Français, Latin, German, Greek, Spanish, Italian and Russian, and one of Technical Subjects, Home Economics and Vocational Art. O. Reg. 122/64, s. 9, *revised*.

32.—(1) The subjects of Grade 10 in the Four-Year Program in the Arts and Science Branch are as follows:

1. Obligatory subjects being English, History, Geography and Physical Education.

2. Optional subjects being any four or five of Mathematics, Science, French or Français, Latin, Agriculture, Industrial Arts or Technical Subjects, Home Economics, Art, Music, Business and Commercial Subjects, Distributive Education, and one of German, Greek, Spanish, Italian and Russian.

(2) The subjects of Grade 10 in the Four-Year Program in the Business and Commerce Branch are as follows:

1. Obligatory subjects being English, History, Geography, Physical Education, Commercial Mathematics, Business Subjects, Commercial Subjects.

2. Optional subjects being Science, Art, Music, Industrial Arts or Technical Subjects, Home Economics, and any one of French or Français, Latin, German, Spanish, Italian and Russian.

(3) The subjects of Grade 10 in the Four-Year Program in the Science, Technology, and Trades Branch are as follows:

1. Obligatory subjects being English, History, Geography, Physical Education, Mathematics, Science, and one of Technical Subjects, Home Economics and Vocational Art.
2. Optional subjects being one of Art, Music, Agriculture, Commercial Subjects and one of French or Français, Latin, German, Greek, Spanish, Italian and Russian. O. Reg. 122/64, s. 9.

#### TWO-YEAR PROGRAM

33. The subjects of Grades 9 and 10 in the Two-Year Program in the three branches are English, History and Geography, Science, Mathematics, Group Guidance, Physical Education and Practical Subjects. O. Reg. 122/64, s. 9.

#### OCCUPATIONAL PROGRAM

34. The subjects of the first and second year of the Occupational Program are English and Library, History and Geography, Mathematics, Group Guidance, Physical and Health Education, and Practical Subjects. O. Reg. 122/64, s. 9.

#### SUBJECTS OF GRADES 11 AND 12

35.—(1) In this section,

- (a) "Geography" means either or both of Geography, Part I and Geography, Part II, as the case may be;
- (b) "History" means either or both of World History, Part I and World History, Part II, as the case may be;
- (c) "Mathematics" means either or both of Mathematics, Part I and Mathematics, Part II, as the case may be;
- (d) "Science" means either or both of Physics and Chemistry, as the case may be.

(2) The subjects of Grades 11 and 12 of the Five-Year Program in the three branches are as follows:

1. Obligatory subjects being English, History, Physical Education, and in addition,
  - (i) in the Business and Commerce Branch, Business or Commercial Subjects, and

- (ii) in the Science, Technology, and Trades Branch, one of Technical Subjects, Home Economics and Vocational Art.

2. Optional subjects being,

- (i) in the Arts and Science Branch, any three of Mathematics, Science, Geography, French or Français, Latin, Greek, German, Spanish, Italian and Russian and one or two of Commercial Work, Industrial Arts or Technical Subjects, Home Economics, Art, Music and Agriculture,
- (ii) in the Business and Commerce Branch, any three of Geography, Mathematics, Science, French or Français, Latin, Greek, German, Spanish, Italian and Russian, and
- (iii) in the Science, Trades, and Technology Branch, any three of Mathematics, Science, Geography, French or Français, Latin, German, Greek, Spanish, Italian and Russian.

(3) The subjects of Grades 11 and 12 of the Four-Year Program in the three branches are as follows:

1. Obligatory subjects being English, History (Grade 11), Economics (Grade 12), Physical Education, and in addition,
  - (i) in the Business and Commerce Branch, Business or Commercial Subjects, and
  - (ii) in the Science, Technology, and Trade Branch, Mathematics, Science and one of Technical Subjects, Home Economics and Vocational Art.
2. Optional subjects being,
  - (i) in the Arts and Science Branch, any four or five of Mathematics, Science, Geography, French or Français, Latin, Greek, Spanish, Italian, Russian, Agriculture, Industrial Arts or Shop Work, Home Economics, Art, Music, Business and Commercial Subjects, Distributive Education, Contemporary Society and Thought, Modern World Affairs, Speech and Drama, Modern Literature, Biology, Geology and Mineralogy,
  - (ii) in the Business and Commerce Branch, one or two of Mathematics (Commercial), Science, Geography,



French or Français, Latin, German, Greek, Spanish, Italian, Russian, Art, Music, Industrial Arts or Shop Work, and Home Economics, and

- (iii) in the Science, Technology, and Trades Branch, one of Geography, French or Français, Latin, German, Greek, Spanish, Italian, Russian, Art, Music, Agriculture, and Commercial Subjects and one of Technical Subjects, Home Economics and Vocational Art. O. Reg. 122/64, s. 9.

#### CERTIFICATE OF STANDING TWO-YEAR PROGRAM

36. Where the principal of a secondary school reports to the Deputy Minister on behalf of a candidate that he has completed successfully the courses of study in Grades 9 and 10 of the Two-Year Program in one of the branches, the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant the candidate a Certificate of Standing in the Two-Year Program in Form 12. O. Reg. 122/64, s. 9.

#### CERTIFICATE OF TRAINING

37. Where the principal of a secondary school reports to the Deputy Minister on behalf of a candidate that he has completed successfully a course of study in the Occupational Program, the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant the candidate a Certificate of Training in Form 13. O. Reg. 122/64, s. 9.

#### SECONDARY SCHOOL GRADUATION DIPLOMA FIVE-YEAR PROGRAM

38.—(1) Where the principal of a secondary school or an inspected private school reports to the Deputy Minister on behalf of a candidate that he has,

- (a) attended regularly the Grades 11 and 12 day or evening classes of the school in the Five-Year Program in one of the branches; and
- (b) been granted Grade 12 standing in all the required subjects,

the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant him a Secondary School Graduation Diploma in Form 14.

(2) Where the principal of a secondary school or an inspected private school reports to the Deputy Minister on behalf of a candidate that he has,

- (a) attended regularly the Grade 12 day or evening classes of the school in the Five-Year Program in one of the branches;
- (b) obtained Grade 12 standing in the required subjects of Grade 12 in the day or evening classes of the school; and
- (c) obtained standing elsewhere in courses of study which in the opinion of the principal are equal in content to that of the Grade 11 work in the required subjects concerned,

the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant him the Secondary School Graduation Diploma of the Five-Year Program in Form 14. O. Reg. 122/64, s. 9.

#### PRIVATE STUDY CANDIDATES

39. Where the principal of a secondary school or an inspected private school reports to the Deputy Minister on behalf of a candidate,

- (a) that he has submitted evidence that by private study or otherwise he has obtained statements of Grade 12 standing in the Five-Year Program of one of the branches in all of the required subjects; and
- (b) that the last standing required was obtained at the school of which he is principal,

the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant the candidate the Secondary School Graduation Diploma of the Five-Year Program in Form 15. O. Reg. 122/64, s. 9.

#### DEPARTMENTAL CORRESPONDENCE COURSES

40. Where the Director of the Departmental Correspondence Courses reports to the Deputy Minister on behalf of a candidate,

- (a) that he has submitted evidence that by private study or otherwise he has obtained Grade 12 standing in all of the required subjects; and
- (b) that the last standing required was obtained through the Departmental Correspondence Courses,

the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant the candidate the Secondary School Graduation Diploma of the Five-Year Program in Form 14. O. Reg. 122/64, s. 9.



CANDIDATES COMPLETING REQUIREMENTS  
AT SUMMER SCHOOLS

41. Where the principal of a secondary school or an inspected private school reports to the Deputy Minister on behalf of a candidate that he,

- (a) failed to complete the requirements for the diploma at the end of the school year; and
- (b) through attendance and examination at a summer school under section 13 completed the requirements,

the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant the candidate the Secondary School Graduation Diploma of the Five-Year Program in Form 14. O. Reg. 122/64, s. 9.

SECONDARY SCHOOL GRADUATION DIPLOMA  
FOUR-YEAR PROGRAM

42. Where the principal of a secondary school or an inspected private school reports to the Deputy Minister on behalf of a candidate that he has,

- (a) attended regularly the Grades 11 and 12 day or evening classes of the said school in the Four-Year Program in one of the branches; and
- (b) been granted Grade 12 standing in all the required subjects,

the Minister shall, upon the recommendation of the Superintendent of Secondary Education, grant him a Secondary School Graduation Diploma in Form 16. O. Reg. 122/64, s. 9.

STATEMENTS OF STANDING

43.—(1) Upon the request of a pupil who has left a secondary school and who has completed successfully,

- (a) Grades 9 and 10, or 11 of the Five-Year Program in one of the branches; or
- (b) Grades 9 and 10, or 11 of the Four-Year Program in one of the branches,

the principal of the school shall issue to the pupil a Statement of Standing in Form 17.

(2) Upon the request of a pupil who has left an elementary school and who has completed successfully Grades 9 and 10 of a course given in the school, the elementary-school inspector shall, upon the recommendation of the principal, issue to the pupil a Statement of Standing in Form 18. O. Reg. 122/64, s. 9.

Form 1

*The Department of Education Act*

STATEMENT OF GRADE 12 STANDING  
of the General Course

This is to certify that.....,  
a pupil of....., has been  
granted Grade 12 standing of the general course in  
.....at the end of the school year 19...-19...

Dated at....., the.....of July, 19....

Principal

O. Reg. 142/61, Form 2.

Form 2

*The Department of Education Act*

STATEMENT OF GRADE 12 STANDING  
of the General Course

This is to certify that.....,  
a private study candidate at.....,  
(name of school)

has been granted Grade 12 standing of the general  
course in.....at the end of the school year  
19...-19...

Dated at....., the.....day of July, 19....

Principal

O. Reg. 142/61, Form 3.

Form 3

*The Department of Education Act*

STATEMENT OF GRADE 12 STANDING  
of the General Course

This is to certify that.....,  
a pupil of the Departmental Correspondence Courses,  
has been granted Grade 12 standing of the general  
course in.....

Dated at Toronto, the.....day of July, 19....

Director of Departmental  
Correspondence Courses

O. Reg. 142/61, Form 4.

Form 4

*The Department of Education Act*

STATEMENT OF GRADE 12 STANDING  
of the General Course

This is to certify that.....,  
a pupil of....., has  
(name of pupil's own school)  
attended successfully a summer school approved by  
the Minister and conducted by.....  
(name of school board)  
during July and August of 19...-19..., and has been  
granted Grade 12 standing of the general course in  
.....

Dated at....., the.....day of August, 19...  
.....  
Principal of Summer School  
O. Reg. 142/61, Form 5.

Form 5

*The Department of Education Act*

SECONDARY SCHOOL GRADUATION  
DIPLOMA

This Secondary School Graduation Diploma of the  
General Course is granted to.....,  
a pupil of....., who has completed  
successfully the courses of study for Grades 11 and 12  
in English, History, Physical Education, and the  
following optional subjects:

Dated at....., the.....day of....., 19...  
.....  
Minister of Education  
.....  
Principal of School  
O. Reg. 142/61, Form 6.

Form 6

*The Department of Education Act*

SECONDARY SCHOOL GRADUATION  
DIPLOMA

This Secondary School Graduation Diploma of the  
General Course is granted to.....who  
has been recommended by the undersigned principal  
of.....and has completed successfully  
(name of school)  
the course of study for Grades 11 and 12 in English,  
History, Physical Education, and the following  
optional subjects:

Dated at....., the.....day of....., 19...  
.....  
Minister of Education  
.....  
Principal of School  
O. Reg. 142/61, Form 7.

Form 7

*The Department of Education Act*

STATEMENT OF GRADE 12 STANDING

This is to certify that.....,  
a pupil of....., has been  
granted Grade 12 standing of the.....  
(name of course)  
in.....at the end of the school year 19...-19...

Dated at....., the.....day of....., 19...  
.....  
Principal  
O. Reg. 142/61, Form 8.

Form 8

*The Department of Education Act*

STATEMENT OF EQUIVALENT  
EDUCATIONAL STANDING

ONTARIO MANPOWER RETRAINING  
PROGRAM

This is to certify that.....who  
completed successfully a course at.....

in 19.... under the Ontario Manpower Retraining  
Program is considered by the Ontario Department of

Education to hold standing equivalent to Grade....  
of the Four-Year Program of.....  
(name of Branch)

in.....  
(name of subject)

.....  
Registrar

Dated at Toronto, this....day of....., 19...  
O. Reg. 143/67, s. 2.

Form 9

*The Department of Education Act*

SECONDARY SCHOOL GRADUATION  
DIPLOMA

This Secondary School Graduation Diploma of the  
.....is granted to.....  
(name of course)

a pupil of....., who has completed  
successfully the course of study for Grades 11 and 12

in.....  
(subjects taken)

Dated at....., the....day of....., 19...  
.....  
Minister of Education

.....  
Principal of School

O. Reg. 142/61. Form 9.

Form 10

*The Department of Education Act*

SECONDARY SCHOOL GRADUATION  
DIPLOMA

This Secondary School Graduation Diploma of the  
.....Special Course is granted to.....,

a pupil of....., who has completed suc-  
cessfully at least Grade 11 of a secondary school  
course and the prescribed subjects of the one-year

.....-Special Course.

Dated at....., the.....day of....., 19...

.....  
Minister of Education

.....  
Principal of School

O. Reg. 142/61, Form 10.

Form 11

*The Department of Education Act*

SECONDARY SCHOOL HONOUR  
GRADUATION DIPLOMA

This Secondary School Honour Graduation Diploma  
is granted to....

a pupil of....., who has attended the  
Grade 13 day classes of a secondary school for one  
year and has obtained Grade 13 standing in English  
Composition and English Literature and in the  
following optional papers:

Dated at....., the.....day of....., 19...

.....  
Minister of Education

.....  
Principal of School

O. Reg. 142/61, Form 11; O. Reg. 122/64, s. 12.



**Form 12***The Department of Education Act***CERTIFICATE OF STANDING  
TWO-YEAR PROGRAM**

This Certificate of Standing in the Two-Year Program is granted to....., a pupil of  
(name of pupil)

....., who was regularly promoted to  
(name of school)  
and who has completed successfully in a secondary school, in accordance with the regulations prescribed for the Department of Education, the Two-Year Program in the.....Branch.  
(name of branch)

.....  
Minister of Education

.....  
Principal of School

Dated at Toronto, this.....day of....., 19....

O. Reg. 122/64, s. 13.

**Form 13***The Department of Education Act***CERTIFICATE OF TRAINING**

This Certificate of Training is granted to

.....a pupil of.....,  
(name of pupil) (name of school)  
who has completed successfully in a secondary school, in accordance with the regulations prescribed for the Department of Education, a.....  
(one or two)  
-year course of study of the Occupational Program, in which he received training in the following skill(s):  
.....

.....  
Minister of Education

.....  
Principal of School

Dated at Toronto, this.....day of....., 19....

O. Reg. 122/64, s. 13.

**Form 14***The Department of Education Act***SECONDARY SCHOOL GRADUATION  
DIPLOMA FIVE-YEAR PROGRAM**

This Secondary School Graduation Diploma of the Five-Year Program in the.....Branch  
(name of Branch)

is granted to....., a  
pupil of....., who has completed suc-  
(name of school)  
cessfully the courses of study for Grades 11 and 12 in English, History, Physical Education, and  
....., and the following optional subjects:

This diploma grants the holder admission to Grade 13.

Dated at....., the.....day of....., 19....

.....  
Minister of Education

.....  
Principal of School

O. Reg. 122/64, s. 13.

**Form 15***The Department of Education Act***SECONDARY SCHOOL GRADUATION  
DIPLOMA FIVE-YEAR PROGRAM**

This Secondary School Graduation Diploma of the Five-Year Program in the.....Branch  
(name of branch)

is granted to....., who has  
been recommended by the undersigned principal of  
....., and has completed successfully  
(name of school)  
the courses of study for Grades 11 and 12 in English,  
History, Physical Education and.....  
and the following optional subjects:

This diploma grants the holder admission to Grade 13.  
Dated at....., the.....day of....., 19...

.....  
Minister of Education  
.....  
Principal of School

O. Reg. 122/64, s. 13

Form 16

*The Department of Education Act*

SECONDARY SCHOOL GRADUATION  
DIPLOMA FOUR-YEAR PROGRAM

This Secondary School Graduation Diploma of the  
Four-Year Program in the.....Branch  
(name of branch)

is granted to....., a  
pupil of....., who has completed  
successfully the courses of study for Grades 11 and 12  
in English, History Physical Education, and....  
.....and the following optional subjects:

Dated at Toronto, this.....day of....., 19...

.....  
Minister of Education  
.....  
Principal of School

O. Reg. 122/64, s. 13.

Form 17

*The Department of Education Act*

STATEMENT OF STANDING

This Statement of Standing is granted to.....  
(name of

....., a pupil of....., who  
pupil) (name of school)

has completed successfully in a secondary school,  
in accordance with the regulations prescribed for the

Department of Education, Grade.....  
(9 and 10, or 11)

of the.....-Year Program in the  
(Five, Four)

.....  
(Arts and Science; Business and Commerce;

.....Branch  
Science, Technology, and Trades)

and has in addition attended classes in this school for  
.....months in Grades.....up to  
(11 or 12)

.....  
(Date of Leaving)

.....  
Principal of School

Dated at....., the.....day of....., 19...

O. Reg. 122/64, s. 13.

Form 18

*The Department of Education Act*

STATEMENT OF STANDING

This Statement of Standing is granted to.....  
(name

....., who has been a pupil of  
of pupil)

.....operated by.....  
(name of school) (name of board)

and has completed successfully Grades 9 and 10 in  
accordance with the regulations prescribed for  
the Department of Education.

.....  
Elementary School Inspector

Dated at....., the.....day of....., 19...

O. Reg. 122/64, s. 13.



## REGULATION 191

### under The Department of Education Act

#### ELEMENTARY AND SECONDARY SCHOOL—GENERAL

##### 1.—(1) In this Regulation,

- (a) “commercial director” means the teacher who is in charge of the business and commercial subjects in a vocational or composite school;
- (b) “composite school” means a school used jointly by vocational school pupils and high school pupils;
- (c) “department” means a division of the organization of a secondary school wherein the equivalent of the full time of two teachers is used in teaching the courses of study in one or more subjects by three or more teachers, under the direction and supervision of one of them;
- (d) “head of a department” means the teacher appointed to direct and supervise the work of other teachers in the department;
- (e) “inspector” means an inspector of elementary or secondary schools, as the case may be;
- (f) “Interim High School Assistant’s Certificate, Type A” includes an Interim High School Specialist’s Certificate granted before the 1st day of July, 1945, and a High School Specialist’s Certificate;
- (g) “Interim High School Assistant’s Certificate, Type B” includes an Interim High School Assistant’s Certificate granted before the 1st day of July, 1945, and a Permanent High School Assistant’s Certificate;
- (h) “Interim Vocational Certificate, Type A” includes an Interim Vocational Specialist’s Certificate granted before the 1st day of January, 1956, and a Vocational Specialist’s Certificate;
- (i) “Interim Vocational Certificate, Type B” includes an Interim Ordinary Vocational Certificate granted before the 1st day of January, 1956, and a Permanent Vocational Certificate;
- (j) “parent”, includes guardian;

- (k) “school” means an elementary or secondary school, as the case may be;
- (l) “Secondary School Principal’s Certificate” includes an Interim Secondary School Principal’s Certificate and the combination of a High School Principal’s Certificate and a Vocational School Principal’s Certificate;
- (m) “special vocational school” means a vocational school in which only courses not leading to the Secondary School Graduation Diploma are offered;
- (n) “technical director” means the teacher who is in charge of drafting and shop work subjects in a vocational or composite school.

(2) Where an interim certificate is specified, a permanent certificate is equally valid. O. Reg. 339/66, s. 1, *amended*.

#### ACCOMMODATION

2.—(1) The plans of a school to be erected, added to or altered shall be submitted to the Minister for his approval, together with the details of the site thereof.

(2) Where the average attendance in any classroom of an elementary school exceeds forty for a school year, an additional teacher and classroom shall, upon the recommendation of the inspector, be provided by the board.

(3) Where a secondary school has five or more teachers, there shall not be fewer than one teacher for every thirty pupils enrolled in the school. O. Reg. 339/66, s. 2.

#### DAILY SESSIONS

3.—(1) The number of hours of instruction shall not be fewer than five in each school day.

(2) Notwithstanding subsection 1, the board may reduce the school day to a minimum of 2½ hours for pupils in kindergarten and Grade 1.

(3) The noon recess for pupils and teachers shall not be less than forty minutes.

(4) In schools not operated on a rotary system, there shall be for every pupil a morning and an afternoon recess of from ten to fifteen minutes in each



case that shall be included in the minimum period of instruction required in subsection 1 but, in schools operated in whole or in part on a rotary system, the provision for recesses or intervals between periods shall be at the discretion of the principal, subject to the approval of the board.

(5) Unless the board directs otherwise, pupils registered in schools shall assemble for study at 9 a.m. and be dismissed not later than 4 p.m.

(6) Except with the approval of the Minister, classes shall not be held before 8 a.m. or after 5 p.m.

(7) The board may determine the period of time during each school day when the school building and the playgrounds shall be open to the pupils and, where not determined by the board, the building and the playgrounds shall be open to the pupils during the period beginning fifteen minutes before classes begin for the day and ending fifteen minutes after classes end for the day. O. Reg. 339/66, s. 3.

#### OPENING OR CLOSING EXERCISES

4. *God Save the Queen* or *O Canada*, or both, shall be part of the daily opening or closing exercises in a school. O. Reg. 339/66, s. 4.

#### FLAG

5.—(1) Every school shall fly the National Flag of Canada on such occasions as the board directs.

(2) The board may provide for the display in the school of,

- (a) the National Flag of Canada; or
- (b) the National Flag of Canada and the Provincial Flag of the Province of Ontario. O. Reg. 339/66, s. 5.

#### FIRE DRILL

6.—(1) The principal shall hold fire drill in the school,

- (a) at least three times during the fall term; and
- (b) at least once during each of the periods from January to March and April to June.

(2) Every pupil and teacher shall take part in fire drill. O. Reg. 339/66, s. 6.

7.—(1) Subject to the approval of the board, the principal shall select from the approved list of textbooks, the textbooks for the use of the pupils in Grades 1 to 12, both inclusive. O. Reg. 284/67, s. 1.

(2) Where no textbook for a subject is included in the approved list, the principal shall select suitable textbooks where required and such textbooks that are being introduced for use in the school for the first time shall be subject to the approval of the board.

(3) A board shall purchase and provide without charge, and in sufficient quantity, the textbooks selected under subsections 1 and 2 for the use of pupils in Grades 1 to 12, both inclusive, in schools under the jurisdiction of the board. O. Reg. 339/66, s. 7 (2, 3).

#### GRADES 9 AND 10 IN ELEMENTARY SCHOOLS

8.—(1) Subject to subsections 2 and 3, an elementary school board shall provide instruction in the subjects of Grades 9 and 10 for pupils within its school section or separate school zone. O. Reg. 374/67, s. 1.

(2) An elementary school board whose area of jurisdiction is within a secondary school district shall not be required to provide instruction in the subjects of Grades 9 and 10.

(3) An elementary school board whose area of jurisdiction is not within a secondary school district may, in lieu of providing instruction in the subjects of Grades 9 and 10, transport the pupils to a secondary school. O. Reg. 339/66, s. 8 (2, 3).

#### GRADE 13

9. Where a secondary school has fewer than four full-time teachers, Grade 13 courses of study shall not be taught except with the approval of the Minister. O. Reg. 339/66, s. 9.

#### APPRENTICES IN INDUSTRY

10. A secondary school board may, with the approval of the Minister, provide training for apprentices in industry in day or evening courses of study. O. Reg. 339/66, s. 11.

#### EVENING COURSES OF STUDY

11.—(1) A board may establish evening courses of study.

(2) The subjects for evening courses of study, the number of times that an evening course of study shall be held each week, and the length of time per evening of each evening course of study shall be determined by the board, except that the evening courses of study offered by an elementary school board shall be selected from the day-school courses of study for elementary schools.

(3) The accommodations and equipment of a day school may be used for evening courses of study.

(4) Evening courses of study are subject to the same regulations as day schools with respect to management, discipline of students, duties and qualifications of teachers, and the use of textbooks.

(5) A person who teaches evening courses of study but who does not hold a certificate qualifying him to teach the courses of study in a day school shall have qualifications acceptable to the Minister. O. Reg. 339/66, s. 12 (1-5).

(6) The principal of a day school shall be the principal of the evening courses of study in that school unless the board by resolution appoints a person who has the qualifications for the position. O. Reg. 339/66, s. 12 (6); O. Reg. 374/67, s. 3 (1).

(7) The principal of evening courses of study,

(a) shall be responsible for the admission of students; and

(b) shall determine the course of study or courses of study to which a student may be admitted.

(8) The school year for evening courses of study shall consist of two terms that shall begin and end on dates determined by the board. O. Reg. 339/66, s. 12 (7, 8).

(9) Unless otherwise approved by the Minister, the minimum enrolment of students in an evening course of study at the beginning of the first term shall be fifteen. O. Reg. 339/66, s. 12 (9); O. Reg. 374/67, s. 3 (2).

(10) Subject to subsection 11, where the average attendance of students in an evening course of study for the first term is under ten, the course of study shall not be continued in the second term without the consent of the Minister. O. Reg. 339/66, s. 12 (10); O. Reg. 374/67, s. 3 (3).

(11) In the case of a course of study in English and Citizenship or French and Citizenship, or both, for newcomers to Canada where the average attendance of students for the first term is under six, the course of study shall not be continued in the second term without the consent of the Minister. O. Reg. 339/66, s. 12 (11); O. Reg. 374/67, s. 3 (4).

(12) A pupil who attends a day school shall not be admitted to an evening course of study except with the approval of the principal of the day school.

(13) With the approval of the Minister, a board may establish evening courses of study in post-Grade 12 business and commercial or technical subjects, and the Minister shall, upon the recommendation of the principal of the day school, grant a certificate to a student who has successfully completed his course.

(14) The certificate referred to in subsection 13 shall,

(a) specify the course of study taken and the subjects thereof;

(b) state the length of the course of study; and

(c) be signed by the Minister, the principal of the day school and the chairman of the board.

(15) Two or more boards may combine and establish evening courses of study in a school operated by one of the boards. O. Reg. 339/66, s. 12 (12-15).

#### QUALIFICATIONS FOR PRINCIPALS OF ELEMENTARY SCHOOLS

12.—(1) The principal of an elementary school having an enrolment of 300 or more pupils shall hold,

(a) a Permanent Elementary School Teacher's Certificate;

(b) the degree of Bachelor of Arts or Bachelor of Science from an Ontario university or a degree that the Minister considers equivalent thereto; and

(c) an Interim Elementary School Principal's Certificate or an Elementary School Principal's Certificate. O. Reg. 446/70, s. 1 (1).

(2) Notwithstanding subsection 1, where a teacher who is otherwise qualified but does not hold a university degree referred to in clause *b* of subsection 1 was, prior to the 1st day of September, 1961, employed by a board as principal of an elementary school that had an enrolment of 300 or more pupils, he shall be deemed to be qualified under clause *b* of subsection 1 as principal of any elementary school operated by the board. O. Reg. 446/70, s. 1 (1).

(3) Notwithstanding subsection 1, where a teacher who is otherwise qualified but does not hold a certificate referred to in clause *c* of subsection 1 was, prior to the 1st day of September, 1972, employed by a board as principal of an elementary school that had an enrolment of 300 or more pupils, he shall be deemed to be qualified under clause *c* of subsection 1 as principal of any elementary school operated by the board. O. Reg. 446/70, s. 1 (1).

(4) A principal appointed to supervise the administration of more than one school shall be known as a supervising principal. O. Reg. 374/67, s. 4 (1).

(5) A supervising principal shall have the same qualifications as a principal and may act as the



principal of only one of the schools of which he has charge. O. Reg. 339/66, s. 14 (5); O. Reg. 374/67, s. 4 (2).

(6) The holder of an Elementary School Inspector's Certificate, dated before the 1st day of January, 1971, shall be deemed to be the holder of an Elementary School Principal's Certificate. O. Reg. 446/70, s. 1 (2).

#### QUALIFICATIONS FOR PRINCIPALS OF SECONDARY SCHOOLS

13.—(1) The principal of a secondary school shall hold,

- (a) a Secondary School Principal's Certificate; or
- (b) an Interim Secondary School Principal's Certificate, Type A, or a Secondary School Principal's Certificate, Type A.

(2) Notwithstanding subsection 1, a teacher who holds an Interim Secondary School Principal's Certificate, Type B shall be qualified as principal of a secondary school that has fewer than 500 pupils or of a special vocational school.

(3) Notwithstanding subsection 1, a teacher who, before the 1st day of September, 1970 held the necessary qualifications as principal of a secondary school continues to be qualified as a principal of a secondary school. O. Reg. 446/70, s. 2.

#### DUTIES OF PRINCIPALS

14.—(1) In addition to his duties under *The Schools Administration Act*, a principal shall perform the duties prescribed in subsections 2 to 8. O. Reg. 339/66, s. 16 (1).

(2) A principal shall,

- (a) make recommendations to the board respecting additions or alterations to the school building;
- (b) inspect the school premises regularly and report promptly to the secretary of the board,
  - (i) any repairs required, and
  - (ii) any lack of attention on the part of the caretaker;
- (c) instruct pupils in the care of the school premises;
- (d) subject to the approval of the board, appoint one or more of the teachers for supervisory duty at any time during the period beginning one-half hour before

classes begin for the day and ending fifteen minutes after classes end for the day when the school building and the playgrounds are open to the pupils and classes are not in session, and arrange for the supervision of any other school activity authorized by the board;

- (e) exercise control over the amount of home-work assigned to pupils;
  - (f) assign suitable quarters for the lunch period;
  - (g) report to the board, on request, on the efficiency of the teaching staff;
  - (h) report promptly to the parent any serious neglect of duty or infraction of the school rules by a pupil;
  - (i) issue a statement of progress to a pupil withdrawing from the school; and
  - (j) refuse admission to a pupil not eligible for admission. O. Reg. 339/66, s. 16 (2); O. Reg. 374/67, s. 5 (1).
- (3) A principal is responsible for,
- (a) the maintenance of a school record for each pupil;
  - (b) the guiding and counselling of pupils with respect to their duties, the courses of study and, where applicable, the vocations to which the courses of study lead and the requirements for admission thereto;
  - (c) the maintenance of close co-operation with the homes and, where applicable, the industry and business of the community; and
  - (d) the progress of pupils, except where the Secondary School Graduation Diploma issued by the Minister grants admission to Grade 13. O. Reg. 339/66, s. 16 (3); O. Reg. 374/67, s. 5 (2).

(4) Subject to section 40, a principal is in charge of the management and discipline of his school and, subject to revision by the inspector, is in charge of the organization of his school.

(5) Where an elementary school and a secondary school jointly occupy or use in common a school building or school grounds, the principal of the secondary school has charge of those parts of the building or grounds that the schools occupy or use in common. O. Reg. 339/66, s. 16 (4, 5).



(6) Where, after reasonable notice by the principal, a parent or guardian fails to provide his child or ward with supplies required for a course of study or to pay the fees imposed for the purpose by the board, the principal shall promptly notify the board. O. Reg. 339/66, s. 16 (6); O. Reg. 374/67, s. 5 (3).

(7) Where a board has appointed a superintendent of schools but not a director, the principal shall transmit his reports and recommendations to the board through the superintendent.

(8) Where a board has appointed a director of education, the principal shall transmit his reports and recommendations to the board through the superintendent and the director.

(9) In addition to the duties prescribed in subsections 2 to 8, a secondary school principal shall,

- (a) supervise the instruction in the school and, assisted by the heads of departments, advise and assist the teachers;
- (b) make allowance in the timetable for special duties required of heads of departments and other teachers;
- (c) develop co-operation among the members of the staff and co-ordination of effort by,
  - (i) delegating duties to vice-principals, heads of departments, the technical director, and the commercial director, and
  - (ii) calling meetings of the teachers to discuss matters relating to the management and organization of the school;
- (d) recommend to the board,
  - (i) the promotion and appointment of teachers, and
  - (ii) the demotion or dismissal of a teacher whose work or attitude is unsatisfactory, but only after warning the teacher in writing, giving him assistance and allowing him a reasonable time to improve; and
- (e) submit to the board an annual budget for supplies and equipment. O. Reg. 339/66, s. 16 (7-9).

#### VICE-PRINCIPALS

15.—(1) A board may appoint one or more vice-principals for a school.

(2) The vice-principal of a day secondary school shall hold either a principal's qualifications for the type of school to which he is appointed or an Interim Secondary School Principal's Certificate, Type B.

(3) A vice-principal shall perform such duties as are assigned by the principal.

(4) In the absence of the principal, a vice-principal shall be in charge of the school and shall perform the duties of the principal.

(5) Where more than one vice-principal is appointed, the principal shall assign to each vice-principal the duties that he is to perform. O. Reg. 339/66, s. 17.

#### HEADS OF DEPARTMENTS IN SECONDARY SCHOOLS

16.—(1) In a secondary school the board shall appoint heads of departments.

(2) Except as otherwise provided in subsection 3, the head of a department in a secondary school shall hold a High School Specialist's Certificate in one or more of the subjects taught in his department.

(3) In a secondary school where,

- (a) Vocational Art and the art option in Grade 9, 10, 11 or 12 are taught, the head of the art department shall hold,
  - (i) a High School Specialist's Certificate in Art, or
  - (ii) a Vocational Specialist's Certificate in Art;
- (b) Vocational Art and the art option in Grade 13 are taught, the head of the art department shall hold,
  - (i) a High School Specialist's Certificate in Art, or
  - (ii) a Vocational Specialist's Certificate in Art and a Specialist Certificate in Art;
- (c) the only art taught is Vocational Art, the head of the art department shall hold a Vocational Specialist's Certificate in Art; and

(d) Français is taught as a subject of the courses of study, the head of the French department shall hold a High School Specialist's Certificate in French Language and Literature or a High School Specialist's Certificate in French and another language.

(4) Notwithstanding clause *d* of subsection 1 of section 1, in any secondary school that has departments there shall be a guidance department and the head of the guidance department shall hold a Permanent High School Assistant's Certificate and a Specialist Certificate in Guidance.

(5) In a vocational school,

(a) the head of a history and economics department shall hold,

(i) a High School Specialist's Certificate in History, or

(ii) a Permanent High School Assistant's Certificate and an honour degree in political science and economics, or a degree that the Minister considers equivalent to the honour degree;

(b) the head of the sewing and dressmaking division of a home economics department shall hold a Vocational Specialist's Certificate in Sewing and Dressmaking; and

(c) other than a commercial vocational school, the head of a department of mathematics shall hold,

(i) a High School Specialist's Certificate in Mathematics, or

(ii) a Permanent High School Assistant's Certificate and the degree of Bachelor of Applied Science or a degree that the Minister considers equivalent thereto;

(6) In a secondary school,

(a) the head of a department of music appointed after the 1st day of January, 1966 shall hold Permanent Specialist Certificates in both Vocal and Instrumental Music; and

(b) the head of a department of science appointed after the 1st day of January, 1966 shall hold a High School Specialist's Certificate in,

(i) Science,

(ii) Physics,

(iii) Chemistry,

(iv) Biology,

(v) Agriculture, if his certificate is endorsed in one of physics, chemistry or biology,

(vi) Agriculture, if the school has an agriculture department, or

(vii) Geology, if the subject is taught in the school.

(7) Notwithstanding clause *b* of subsection 6, in a secondary school where the Science, Technology, and Trades Program is offered, the head of a department of science may hold a High School Specialist's Certificate in Applied Science.

(8) The head of a department shall,

(a) assist the principal, in co-operation with heads of other departments, in the general organization and management of the school;

(b) assist the principal,

(i) in planning additions or alterations to school buildings, and

(ii) in recommending appointments to the teaching staff of the department under his jurisdiction;

(c) be responsible to the principal for the organization and direction of his department;

(d) supervise the preparation of,

(i) details of the courses of study, and

(ii) the examinations for his department;

(e) retain on file up-to-date copies of outlines of courses of study with sufficient detail to permit the effective co-ordination of the courses of study;

(f) assist teachers in his department in improving their methods of instruction;

(g) assist teachers in his department in maintaining proper standards and keeping adequate records of student work;

(h) call meetings of the teachers in his department to discuss matters relating to the department and to exchange ideas on teaching problems;

(i) prepare an annual budget for supplies and equipment for his department, and furnish the principal with the annual budget;

(j) requisition, through the principal, equipment and supplies for his department;

(k) maintain a current inventory of the equipment in his department;



- (l) be responsible for the maintenance and care of equipment and supplies under his charge; and
- (m) teach during such periods as the principal requires. O. Reg. 339/66, s. 18, *revised*.

#### COMMERCIAL AND TECHNICAL DIRECTORS

17.—(1) In a composite school or a vocational school, the board shall, in addition to heads of departments, appoint,

- (a) a commercial director, where the commercial course leads to the Secondary School Graduation Diploma; and
  - (b) a technical director, where the technical course leads to the Secondary School Graduation Diploma.
- (2) A commercial director shall hold,
- (a) a Permanent High School Assistant's Certificate; and
  - (b) one of,
    - (i) a Permanent Accountancy Specialist Certificate,
    - (ii) a Permanent Commercial Specialist Certificate,
    - (iii) a Permanent Data Processing Specialist Certificate,
    - (iv) a Permanent Marketing and Merchandising Specialist Certificate, or
    - (v) a Permanent Secretarial Specialist Certificate.

(3) A technical director shall,

- (a) in a secondary school hold a Vocational Specialist's Certificate in one of the technical subjects of the Science, Technology and Trades Branch, leading to the Secondary School Graduation Diploma, with a designation in that subject; or
- (b) in a special vocational school hold,
  - (i) a Vocational Specialist's Certificate in one of the subjects offered in that school, or
  - (ii) an Occupational Specialist's Certificate (Practical Subjects).

(4) A commercial director shall,

- (a) perform the duties of a head of a department as prescribed in section 16;

- (b) supervise work, performed by the pupils, that has educational value and that does not conflict with any local labour policy or with the courses of study;

- (c) be responsible to the principal for time-table allotments with respect to the subjects under his jurisdiction; and

- (d) establish liaison with business and commercial establishments in the area served by the school.

(5) A technical director shall,

- (a) perform the duties of head of a department as set forth in section 16;

- (b) supervise work, performed by the pupils, that has educational value and that does not conflict with any local labour policy or with the courses of study;

- (c) be responsible to the principal for time-table allotments with respect to the subjects under his jurisdiction;

- (d) establish liaison with industry in the area served by the vocational school;

- (e) establish liaison with, and assist the teachers of shop work in the high schools of another board or boards, where the limited technical course is offered pursuant to an agreement with the board of a vocational or composite school, and visit the high school or schools at times mutually satisfactory to the principals concerned at least three times in the school year, and the necessary travelling expenses shall be borne by the board that offers the limited technical course; and

- (f) comply with industrial safety requirements for the departments under his jurisdiction. O. Reg. 339/66, s. 19.

#### SUPERVISORS IN ELEMENTARY SCHOOLS

18.—(1) An elementary school board may,

- (a) place in charge of art in schools under its jurisdiction a teacher who holds an Interim Supervisor's Certificate in Art and Crafts or an Interim Supervisor's Certificate in Art;

- (b) place in charge of vocal music in schools under its jurisdiction a teacher who holds a Supervisor's Certificate in Vocal Music;

- (c) place in charge of guidance in schools under its jurisdiction a teacher who holds a Specialist Certificate in Guidance;



- (d) place in charge of home economics in schools under its jurisdiction a teacher who holds an Interim Intermediate Home Economics Certificate;
  - (e) place in charge of industrial arts in schools under its jurisdiction a teacher who holds an Interim Intermediate Industrial Arts Certificate;
  - (f) place in charge of physical education in schools under its jurisdiction a teacher who holds an Interim Supervisor's Certificate in Physical and Health Education;
  - (g) place in charge of the kindergarten in schools under its jurisdiction a teacher who holds a Kindergarten Director's Certificate or an Interim Primary School Specialist's Certificate;
  - (h) place in charge of Grades 1, 2 and 3 in schools under its jurisdiction a teacher who holds a Permanent Primary School Specialist's Certificate or a Primary Methods Certificate or a Supervisor's Certificate in Primary Education;
  - (i) place in charge of auxiliary or special education classes in schools under its jurisdiction a teacher who holds a Specialist Certificate in Auxiliary Education or a Specialist Certificate in Special Education; and
  - (j) place in charge of any subject of the courses of study not referred to in clauses *a* to *i* a teacher who is qualified to teach that subject.
- (2) A teacher appointed under subsection 1 shall be known as a supervisor.
- (3) A supervisor shall,
- (a) assist teachers in maintaining proper standards and in improving methods of instruction in his particular subject or area; and
  - (b) be subject to the authority of the principal and the inspector.
- (4) Notwithstanding subsections 1, 2 and 3, a board may appoint a chairman or co-ordinator of any subject or area in the courses of study in a school under its jurisdiction, but the person so appointed for a subject or area referred to in clauses *a* to *i* of subsection 1, shall be the holder of a supervisor's or a specialist certificate in that subject or area. O. Reg. 339/66, s. 20.

#### QUALIFICATIONS OF ELEMENTARY SCHOOL TEACHERS

19.—(1) Subject to subsections 2 to 7, a teacher in an elementary school shall hold,

- (a) an Interim Elementary School Teacher's Certificate, Standard 1, 2, 3 or 4;
- (b) an Interim Elementary School Teacher's Certificate;
- (c) an Interim First Class Certificate;
- (d) an Interim Second Class Certificate;
- (e) an Interim Primary School Specialist's Certificate;
- (f) an Interim Kindergarten-Primary Certificate;
- (g) an Interim Elementary School Teacher's Certificate, Standard 1, 2, 3 or 4 (French Only);
- (h) an Interim Second Class Certificate (French Only);
- (i) a Temporary Certificate as Teacher of French to English-speaking pupils; or
- (j) a Letter of Standing valid in an elementary school.

(2) An Interim Primary School Specialist's Certificate is valid only in Kindergarten and Grades 1 and 2.

(3) An Interim Kindergarten-Primary Certificate is valid only in Kindergarten and Grades 1, 2 and 3.

(4) Unless an interim certificate is extended by the Minister, it is invalid at the end of the fifth year following the date upon which it was issued.

(5) Where the words "(French Only)" appear on the certificate, it is valid only for teaching French to English-speaking pupils in elementary schools.

(6) Where the certificate contains the expression, "valid in elementary school classrooms attended by French-speaking pupils", the certificate is valid only in such elementary school classrooms.

(7) Where the expression referred to in subsection 6 is omitted from a certificate, the certificate is valid only in schools where English only is the language of instruction. O. Reg. 339/66, s. 21, amended.

## QUALIFICATIONS OF SECONDARY SCHOOL TEACHERS

**20.**—(1) Subject to subsections 2 and 3 and sections 21 to 33,

- (a) a teacher of academic subjects in a secondary school shall hold an Interim High School Assistant's Certificate, Type B;
- (b) a teacher of vocational subjects in a vocational or composite school shall hold an Interim Vocational Certificate, Type B, in the subjects that he teaches;
- (c) a teacher of general subjects of the Occupational Program in a secondary school or of general subjects in a special vocational school shall hold,
  - (i) an Interim High School Assistant's Certificate, Type B, or
  - (ii) an Interim Occupational Certificate, Type B (General Subjects); and
- (d) a teacher of practical subjects of the Occupational Program in a secondary school or practical subjects in a special vocational school shall hold,
  - (i) an Interim Occupational Certificate Type B (Practical Subjects), or
  - (ii) an Interim Vocational Certificate, Type B, in the subjects that he teaches.

(2) Notwithstanding clauses *c* and *d* of subsection 1, a person employed by a board prior to the 1st day of September, 1962 to teach in a special vocational school on a Letter of Permission and who has continued to be employed since that time shall be deemed to be qualified as a teacher of practical subjects in a special vocational school.

(3) Notwithstanding subsection 1, a teacher in a secondary school shall be deemed to be qualified if he holds,

- (a) a Temporary Secondary School Certificate, or
- (b) a Letter of Standing valid in a secondary school. O. Reg. 339/66, s. 22, *amended*.

**21.** Where, during the school year 1946-47 or any year thereafter, a teacher was,

- (a) qualified as an assistant under section 30 of Regulation 42 of Consolidated Regulations of Ontario, 1950; and

- (b) a full-time member of the staff of a continuation school, in an area included in that year in a high school district,

he continues to be qualified to teach in any high school in that district. O. Reg. 339/66, s. 24.

**22.** Where a teacher,

- (a) was qualified during the school year 1958-59 as a teacher in a continuation school; and
- (b) subsequent to the 1st day of September, 1955 but prior to the 1st day of September, 1958 taught academic subjects other than home economics or industrial arts either full-time or part-time in a secondary school for at least two years,

he shall, upon the recommendation of the inspector concerned, continue to be qualified to teach in the academic classes of a secondary school. O. Reg. 339/66, s. 25, *amended*.

**23.**—(1) A teacher of agriculture shall hold,

- (a) an Interim High School Assistant's Certificate, Type A in Agriculture; or
- (b) an Interim,
  - (i) High School Assistant's Certificate, Type B, and
  - (ii) Specialist Certificate in Agriculture.

(2) A teacher of agricultural science, or science with the agricultural option shall hold,

- (a) an Interim High School Assistant's Certificate, Type A in Agriculture; or
- (b) an Interim High School Assistant's Certificate, Type B and an Intermediate Agriculture Certificate. O. Reg. 339/66, s. 26, *revised*.

**24.**—(1) A teacher of the art option in Grade 9 or 10 shall hold,

- (a) an Interim High School Assistant's Certificate, Type A in Art;
- (b) an Interim High School Assistant's Certificate, Type B and an Intermediate Art Certificate; or
- (c) an Interim Vocational Certificate, Type B, in Art.

(2) A teacher of the art option in Grade 11 or 12 shall hold,



- (a) an Interim High School Assistant's Certificate, Type A in Art;
  - (b) an Interim High School Assistant's Certificate, Type B and a Specialist Certificate in Art; or
  - (c) an Interim Vocational Certificate, Type B in Art.
- (3) A teacher of the art option in Grade 13 shall hold,

- (a) an Interim High School Assistant's Certificate, Type A in Art;
- (b) an Interim High School Assistant's Certificate, Type B and a Specialist Certificate in Art; or
- (c) an Interim Vocational Certificate, Type A in Art and a Specialist Certificate in Art.

(4) A teacher of vocational art shall hold an Interim Vocational Certificate, Type B in Art. O. Reg. 339/66, s. 27.

25. A teacher of a commercial subject in a secondary school shall hold,

- (a) an Interim High School Assistant's Certificate, Type B and,
  - (i) an Intermediate Accountancy Certificate,
  - (ii) an Intermediate Commercial Certificate,
  - (iii) an Intermediate Data Processing Certificate,
  - (iv) an Intermediate Marketing and Merchandising Certificate, or
  - (v) an Intermediate Secretarial Certificate; or
- (b) an Interim Commercial-Vocational Certificate, Type B in the subject that he teaches. O. Reg. 339/66, s. 28.

26.—(1) A teacher of vocational dressmaking shall hold an Interim Vocational Certificate, Type B in Sewing and Dressmaking.

(2) A teacher who holds an Interim Vocational Certificate, Type B in Sewing and Dressmaking may teach the clothing portion of the home economics option in any secondary school. O. Reg. 339/66, s. 29.

27. A teacher who is assigned duties in the timetable of a school for group guidance or coun-

selling shall, after the 1st day of September, 1967 hold,

- (a) a certificate qualifying him to teach in an elementary school or secondary school, as the case may be; and
- (b) a certificate in guidance issued by the Minister, or qualifications that the Minister deems equivalent thereto. O. Reg. 339/66, s. 30.

28.—(1) A full-time teacher who teaches home economics part-time in Grade 9 or 10 shall hold,

- (a) an Interim High School Assistant's Certificate, Type A in Home Economics; or
- (b) an Interim High School Assistant's Certificate, Type B, and
  - (i) an Elementary Home Economics Certificate, or
  - (ii) evidence of the successful completion of Parts I and II of the course leading to an Interim Intermediate Home Economics Certificate.

(2) A full-time teacher who teaches home economics part-time in Grade 11 or 12 shall hold,

- (a) an Interim High School Assistant's Certificate, Type A in Home Economics; or
- (b) an Interim High School Assistant's Certificate, Type B and an Interim Intermediate Home Economics Certificate.

(3) A teacher who teaches home economics full-time in Grade 9 or 10 shall hold,

- (a) an Interim High School Assistant's Certificate, Type A in Home Economics; or
- (b) an Interim Intermediate Home Economics Certificate, and,
  - (i) an Interim High School Assistant's Certificate, Type B, or
  - (ii) an Interim First Class Certificate or an Interim Elementary School Teacher's Certificate.

(4) A teacher who teaches home economics full-time in Grade 11 or 12 shall hold,

- (a) an Interim High School Assistant's Certificate, Type A in Home Economics; or
- (b) an Interim High School Assistant's Certificate, Type B and an Interim Inter-



mediate Home Economics Certificate.  
O. Reg. 339/66, s. 31.

29.—(1) A full-time teacher who teaches industrial arts part time in Grade 9 or 10 shall hold an Interim High School Assistant's Certificate, Type B and an Interim Intermediate Industrial Arts Certificate.

(2) A full-time teacher who teaches industrial arts part-time in Grade 11 or 12 shall hold an Interim High School Assistant's Certificate, Type B and an Interim Specialist Certificate in Industrial Arts.

(3) A teacher who teaches industrial arts full-time in Grade 9 or 10 shall hold an Interim Intermediate Industrial Arts Certificate.

(4) A teacher who teaches industrial arts full-time in Grade 11 or 12 shall hold an Interim Specialist Certificate in Industrial Arts.

(5) A teacher who teaches industrial arts full-time and who teaches part of that time in Grade 11 or 12 shall hold an Interim Specialist Certificate in Industrial Arts. O. Reg. 339/66, s. 32.

30.—(1) The person who is in charge of the library in an elementary school shall hold,

(a) a certificate qualifying him to teach in an elementary school; and

(b) a certificate as Elementary School Teacher Librarian granted by the Minister or qualifications that the Minister considers equivalent thereto.

(2) The person who is in charge of the library in a secondary school shall hold,

(a) an Interim High School Assistant's Certificate, Type B; and

(b) a certificate in School Librarianship granted by the Minister or qualifications that the Minister considers equivalent thereto. O. Reg. 339/66, s. 33, *revised*.

31.—(1) A teacher of vocal music in Grade 9, 10, 11 or 12 shall hold an Intermediate Vocal Music Certificate, Type A.

(2) A teacher of vocal music in Grade 13 shall hold,

(a) an Interim High School Assistant's Certificate, Type A in Vocal Music; or

(b) an Interim Specialist Certificate in Vocal Music.

(3) A teacher of instrumental music in Grade 9, 10, 11 or 12 shall hold,

(a) an Intermediate Instrumental Music Certificate granted before the 1st day of July, 1961 or an Intermediate Instrumental Music Certificate, Type A; or

(b) an Interim Vocational Certificate, Type B in Instrumental Music.

(4) A teacher of instrumental music in Grade 13 shall hold,

(a) an Interim Vocational Certificate, Type B in Instrumental Music; or

(b) an Interim Specialist Certificate in Instrumental Music. O. Reg. 339/66, s. 34.

32. A Teacher of physical education in a secondary school shall hold,

(a) an Interim High School Assistant's Certificate, Type A in Physical Education; or

(b) an Interim High School Assistant's Certificate, Type B and an Intermediate Physical and Health Education Certificate, Type A. O. Reg. 339/66, s. 35.

33.—(1) A teacher who teaches shop work and drafting of the limited technical course full-time in a secondary school shall hold,

(a) an Interim Intermediate Industrial Arts Certificate; or

(b) an Interim Vocational Certificate, Type B.

(2) Notwithstanding section 29, a teacher who teaches shop work and drafting of the limited technical course and industrial arts of the Arts and Science Branch or the Business and Commerce Branch full-time in a secondary school shall hold,

(a) an Interim Intermediate Industrial Arts Certificate; or

(b) an Interim Vocational Certificate, Type B. O. Reg. 339/66, s. 36.

#### DUTIES OF TEACHERS

34. A teacher shall, in addition to his duties under *The Schools Administration Act*,

(a) be responsible for effective instruction and training in the subjects assigned to him and for the management of his class or classes;

(b) prepare for use in his class or classes such teaching plans and outlines as are required by the principal and the inspector and submit the plans and outlines to the

principal or inspector, as the case may be, on request;

- (c) carry out the supervisory duties assigned by the principal; and
- (d) where heads of departments or supervisors have been appointed, co-operate with heads of departments or supervisors, as the case may be, and with the principal in securing a suitable selection, arrangement and correlation of the subject matter and materials of instruction. O. Reg. 339/66, s. 37.

#### APPOINTMENT OF UNQUALIFIED PERSONS AS TEACHERS

35.—(1) A board may in case of emergency appoint an unqualified person as a teacher for a period not exceeding two weeks.

(2) Where a board, after advertising at least three times in a newspaper with provincial circulation and stating a salary, is unable to obtain a qualified teacher, the Minister, upon the application of the board, may accept such qualifications as he considers equivalent thereto in lieu of those prescribed for teachers.

(3) Where the Minister accepts the qualifications of a person not holding the required certificate for a teaching position, he may grant a letter of permission authorizing the board to employ that person as a teacher for the period set forth in the letter, but not exceeding one year. O. Reg. 339/66, s. 38.

#### PSYCHIATRISTS AND PSYCHOLOGISTS

36.—(1) A psychiatrist or a psychologist employed by a board shall have the qualifications as required by paragraph 3 of section 34 of *The Schools Administration Act*.

(2) A psychiatrist or a psychologist employed by a board shall perform such professional functions as are determined by the board and approved by an inspector of special education. O. Reg. 339/66, s. 39.

#### REQUIREMENTS FOR PUPILS

37.—(1) A pupil shall,

- (a) attend classes punctually and regularly;
- (b) submit to such discipline as would be exercised by a kind, firm and judicious parent;
- (c) be neat and clean in his person and habits, diligent in his studies, courteous to his fellow pupils and obedient and respectful to the teachers; and

(d) take such tests and examinations as are required by the Department.

(2) When a pupil returns to school after an absence, his parent shall, orally or in writing as the principal requires, give the reason for the absence.

(3) A pupil may temporarily retire from school at any time at the oral or written request of his parent and with the consent of the principal.

(4) Where the principal believes that a pupil is making an unjustifiable use of the privilege of retiring from school, he shall promptly notify the board.

(5) Every pupil is responsible to the principal for his conduct on the school premises or while travelling on a school bus that is owned by or under contract to the board. O. Reg. 339/66, s. 40.

#### INJURY TO SCHOOL PROPERTY

38. Where a pupil injures or destroys school property and the pupil or his parent does not compensate the board for the injury or destruction within a reasonable time, the principal shall submit the matter to the board. O. Reg. 339/66, s. 41.

#### ADVERTISEMENTS

39. No advertisement shall be placed in a school or on school property or announced to the pupils without the consent of the board. O. Reg. 339/66, s. 42.

#### INSPECTION

40.—(1) Notwithstanding section 14, the inspector, in addition to his duties under *The Schools Administration Act*, may, during his visit to a school, assume any of the authority exercised by the principal. O. Reg. 339/66, s. 43 (1).

(2) With the approval of the Minister, a reciprocal arrangement may be made whereby a member of the teaching staff in a college of education or a teachers' college may exchange duties with a school inspector for a specified period of time. O. Reg. 374/67, s. 6 (1).

#### RELIGIOUS EXERCISES AND RELIGIOUS EDUCATION IN THE PUBLIC SCHOOLS

41.—(1) A public school shall be opened or closed each school day with religious exercises consisting of the reading of the Scriptures and the repeating of the Lord's Prayer or other prayers approved for use in schools.

(2) The Scripture passages, forming a part of the religious exercises referred to in subsection 1,



shall be read daily and systematically at the opening or closing of every public school and may be chosen from any list of selections adopted by the Department for use in public schools, or from any other public school list approved by the Minister, as the public school board by resolution directs.

(3) Where the board does not pass a resolution under subsection 2, the principal shall make the selection after notifying the board of his intention, but his selection is subject to revision by the board at any time.

(4) The religious exercises held at the daily opening or closing of public schools may include the singing of one or more hymns authorized for use in public schools.

(5) Two periods per week of one-half hour each, in addition to the time assigned to religious exercises at the opening or closing of public school, shall be devoted to religious education.

(6) Religious education shall be given immediately after the opening of public school or immediately before the closing of school in either the morning or the afternoon session.

(7) Instruction in religious education shall be given by the teacher in accordance with the course of study authorized for that purpose by the Department, and issues of controversial or sectarian nature shall be avoided.

(8) By resolution of the board, a clergyman or clergymen of any denomination, or a lay person or lay persons selected by the clergyman or clergymen, may give religious instruction, in lieu of a teacher or teachers.

(9) Where two or more clergymen of different denominations, or lay persons selected by the clergymen, upon written application to the board, secure permission to give religious instruction, the principal of the school, by resolution of the board, shall arrange for such accommodation within the school and such times within the periods referred to in subsection 6 as are agreeable to both the principal and the clergymen or the lay persons selected by the clergymen.

(10) Where the number of rooms in the public school is insufficient to meet the needs of the groups organized for religious instruction under subsections 8 and 9, the principal of the school, by resolution of the board, may arrange for additional accommodation elsewhere.

(11) No pupil shall be required to take part in any religious exercises or be subject to any instruction in religious education where his parent applies to the principal of the school for exemption of the pupil from religious instruction.

(12) In public schools without suitable waiting rooms or other similar accommodation, if the parent of a pupil applies to the principal for the exemption of the pupil from attendance while religious exercises are being held or religious education given, such request shall be granted.

(13) Where a parent of a pupil objects to the pupil's taking part in religious exercises or being subject to instruction in religious education, but requests that the pupil remain in the school-room during the time devoted to religious exercises or instruction in religious education, the principal shall permit the pupil to do so, if he maintains decorous behaviour.

(14) If, because of his right to be absent from religious exercises or instruction in religious education, any pupil is not present in the classroom during the periods specified for religious exercises or instruction in religious education, his absence shall not be considered a contravention of the rules of the school.

(15) A teacher, claiming exemption from the teaching of religious education as prescribed by this section, shall notify the board to that effect in writing and the board shall make such other provision as is necessary to implement this section with respect to the teaching of religious education.

(16) The Minister may grant to a board exemption from the teaching of religious education in any classroom or school if the board requests in writing the exemption and submits reasons for its request.

(17) The inspector shall each year bring to the attention of the boards of trustees of his inspectorate the provisions of this section relating to religious exercises and religious education. O. Reg. 339/66, s. 44.

#### RELIGIOUS EXERCISES AND RELIGIOUS EDUCATION IN THE SECONDARY SCHOOLS

42.—(1) A secondary school shall be opened or closed each school day with religious exercises consisting of the systematic reading of the Scriptures and the repeating of the Lord's Prayer.

(2) A board may by resolution direct the principal to choose the Scripture passages from the Bible or from *Bible Readings for Schools*, issued by the Department.

(3) Where the board does not pass a resolution, the principal shall, after notifying the board, select the Scripture passages from the Bible or from *Bible Readings for Schools*, issued by the Department.

(4) The Scripture passages selected by the principal may be changed by resolution of the board



for other passages from the Bible or from *Bible Readings for Schools*, issued by the Department.

(5) As part of the religious exercises the board may direct,

(a) the teacher and the pupils to read Scripture passages at the close of the school day; and

(b) the principal to suggest Bible passages to be memorized by the pupils.

(6) A clergyman or any person selected by him may be authorized by resolution of the board to give religious instruction to pupils of his own denomination at a time during the school day allotted by the principal, but the time so allotted by the principal shall not exceed one hour a week for any one class.

(7) The clergymen of a number of denominations may be authorized by resolution of the board to select a lay person to give religious instruction to the pupils of those denominations at such times during the school day as are allotted by the principal, but the times so allotted by the principal shall not exceed one hour a week for any one class.

(8) Where,

(a) more than one clergyman obtains the board's permission to give religious instruction; and

(b) the school accommodation is insufficient for the instruction to be given at the same time,

the board shall by resolution determine the day of the week that accommodation will be available for each denomination.

(9) Religious instruction in a secondary school shall be given in the school building.

(10) Where a parent of a pupil objects to the pupil's taking part in religious exercises or being subject to instruction in religious education, the pupil may leave the classroom during the exercises or instruction or remain in the classroom, whichever the parent directs.

(11) Before the teacher, clergyman or lay person selected by the clergyman commences a religious exercise, a pupil on whose behalf objection has been made shall be allowed to leave the classroom.

(12) A teacher, claiming exemption from the teaching of religious education as prescribed by this section, shall notify the board to that effect in writing and the board shall make such other provision as is necessary to implement this section with respect to the teaching of religious education.

(13) No religious emblem of a denominational nature shall be exhibited in a secondary school during school hours, except during the time allotted by the principal to religious instruction. O. Reg. 339/66, s. 45.

#### SPECIAL EDUCATION PROGRAMS AND SERVICES

43.—(1) The types of special education programs and services established with the approval of the Minister are,

(a) braille classes for blind children;

(b) classes for children clinically diagnosed as emotionally disturbed and who are unable to profit from a regular classroom program but who may profit from special classroom instruction;

(c) classes for children clinically diagnosed as neurologically impaired, including perceptually handicapped children, and who are unable to profit from a regular classroom program but who may profit from special classroom instruction;

(d) classes for gifted children for whom a special program is provided;

(e) hard-of-hearing classes for children with hearing loss sufficient to interfere seriously with progress in school;

(f) health classes for children with health problems and for whom a special program is provided;

(g) hospital classes for children confined to hospital-type residential settings;

(h) institutional classes for children in children's homes or children's residences;

(i) language classes for children who are newcomers to Canada and whose linguistic foundation does not permit them to take proper advantage of regular school instruction;

(j) limited-vision classes for children whose vision is limited to the extent that it will interfere seriously with their progress in school;

(k) opportunity classes for educable retarded children, slow learners or educationally retarded children;

(l) oral classes for deaf children; and

(m) orthopaedic classes for physically disabled children.

(2) With the approval of the Minister, a board may employ one or more special education teachers for the purpose of,

- (a) home or tutorial instruction;
- (b) speech correction;
- (c) pupil diagnosis; or
- (d) conducting on an itinerant basis, or otherwise, special education classes listed in subsection 1.

(3) With the approval of the Minister, a board may employ one or more school social workers. O. Reg. 272/68, s. 1.

#### ADMISSION OF PUPILS TO SPECIAL EDUCATION PROGRAMS

**44.—**(1) In this section, "board of admissions" means a board consisting of,

- (a) the principal of the school in which the pupil will be enrolled;
- (b) a legally qualified medical practitioner; and
- (c) the school superintendent concerned.

(2) The school superintendent concerned shall recommend the admission of a pupil to,

- (a) a class for gifted children;
- (b) an institutional class; or
- (c) a language class.

(3) A legally qualified medical practitioner and the school superintendent concerned shall recommend the admission of a pupil to,

- (a) a braille class;
- (b) a hard-of-hearing class;
- (c) a health class;
- (d) a hospital class;
- (e) a limited-vision class;
- (f) an oral class for deaf children; or
- (g) an orthopaedic class.

(4) A board of admissions shall recommend the admission of a pupil to,

- (a) a class for the emotionally disturbed;

(b) a class for the neurologically impaired, including the perceptually handicapped; or

(c) an opportunity class.

(5) Before the board of admissions recommends the admission of a pupil to a class referred to in subsection 4, it shall obtain evidence that the pupil has had,

- (a) an individual intellectual assessment conducted by a person who is considered competent to do so by the school superintendent concerned; and
- (b) a medical examination conducted by a legally qualified medical practitioner.

(6) At least once in every two-year period, the board of admissions shall review the progress of a pupil enrolled in a class referred to in subsection 4. O. Reg. 272/68, s. 1.

(7) A child who has attained the age of two years may, subject to subsection 3, be admitted to an oral class for deaf children. O. Reg. 389/68, s. 1.

#### ENROLMENT IN SPECIAL EDUCATION PROGRAMS

**45.—**(1) The maximum enrolment of a special education class is,

- (a) in a braille class, ten pupils;
- (b) in a limited-vision class, twelve pupils;
- (c) in an oral class, ten pupils;
- (d) in a hard-of-hearing class, twelve pupils;
- (e) in an orthopaedic class, twelve pupils;
- (f) in a class for emotionally disturbed children, eight pupils;
- (g) in a primary opportunity class, twelve pupils;
- (h) in a junior opportunity class, sixteen pupils;
- (i) in an intermediate opportunity class, sixteen pupils;
- (j) in a senior opportunity class, twenty pupils;
- (k) in an opportunity class without chronological age classification, sixteen pupils;
- (l) in a class for gifted children, twenty-five pupils;



- (m) in a health class, thirty pupils;
- (n) in a hospital class, twenty-five pupils;
- (o) in an institutional class, thirty pupils;
- (p) in a language class, twenty pupils; and
- (q) in a class for neurologically impaired children, including perceptually handicapped children, eight pupils.

(2) The chronological age range within an opportunity class shall not exceed five years.

(3) The number of schools served by a special education teacher who is required to travel from one school to another shall be such number of schools as is approved by the board.

(4) The maximum case load served by a special education teacher employed for the purpose of home instruction shall be seven.

(5) The maximum case load for individual or small group instruction for a special education teacher employed for the purpose of speech correction shall be 150. O. Reg. 272/68, s. 1.

#### HOME INSTRUCTION

46.—(1) A board may authorize a principal to cause home instruction to be provided for a pupil where,

- (a) the pupil is absent from school because of illness;
- (b) medical evidence is supplied to the principal that the pupil cannot attend school; and
- (c) the principal is satisfied that home instruction is required.

(2) Every pupil given home instruction shall receive a minimum of 180 minutes of instruction each week, given in at least three periods.

(3) A special education teacher employed for the purpose of home instruction shall visit the residence of the pupil prior to the commencement of home instruction and shall interpret the program for the parent.

(4) The principal of the school in which the pupil would ordinarily be enrolled shall supervise the work of the special education teacher employed for the purpose of home instruction and shall

establish a time for periodic conferences between the special education teacher and the regular teacher.

(5) Home instruction shall not be given on those days designated as school holidays in section 4 of *The Schools Administration Act*, or on any other school holiday.

(6) A special education teacher employed for the purpose of home instruction shall not be a parent of the child taught. O. Reg. 272/68, s. 1.

#### QUALIFICATIONS OF TEACHERS IN SPECIAL EDUCATION PROGRAMS AND SERVICES

47.—(1) A special education teacher shall hold,

- (a) a certificate qualifying him to teach in an elementary or a secondary school, as the case may be; and
- (b) a certificate in special education with an appropriate option for the type of position held, or other qualifications considered by the Minister to be suitable for the instructional program in the area concerned.

(2) A special education teacher of a language class for children who are newcomers to Canada shall hold,

- (a) a certificate qualifying him to teach in an elementary or a secondary school, as the case may be; and
- (b) other qualifications deemed by the Minister to be suitable for the instructional program in the area concerned.

(3) A supervisor or consultant of special education shall hold,

- (a) a certificate qualifying him to teach in an elementary or a secondary school, as the case may be; and
- (b) a Specialist Certificate in Special Education, or other qualifications considered by the Minister to be suitable for the instructional program in the area concerned. O. Reg. 272/68, s. 1, *revised*.

#### EQUIPMENT IN A SPECIAL EDUCATION PROGRAM

48. Where a board establishes a special education program, it shall provide for the use of the pupils enrolled therein the equipment and materials for their special needs. O. Reg. 272/68, s. 1.



## REGULATION 192

### under The Department of Education Act

#### ELEMENTARY SCHOOLS—INSPECTORS' CERTIFICATES

##### INTERPRETATION

##### 1. In this Regulation,

- (a) "candidate" means a candidate for an Elementary School Inspector's Certificate;
- (b) "Deputy Minister" means the Deputy Minister of Education. R.R.O. 1960, Reg. 82, s. 1.

##### QUALIFICATIONS OF CANDIDATES

##### 2.—(1) A candidate shall hold,

- (a) any university degree set out in section 4 or a degree that the Minister considers equivalent thereto; and
- (b) a Permanent First Class Certificate or a Permanent Elementary School Teacher's Certificate. R.R.O. 1960, Reg. 82, s. 2 (1), *revised*.

(2) A candidate other than a candidate who has been honourably discharged from active service in Her Majesty's forces shall hold certificates of a college of education in the following units of the course of study leading to the degree of Bachelor of Pedagogy, or of Bachelor of Education, or of Master of Education:

##### 1. One of,

- (a) Unit 3—Educational Psychology,  
or  
Unit 221—Psychology Applied to Elementary Education,  
or
- (b) Unit 12—Intelligence and its Measurement, or  
Unit 241—Educational Measurement and Evaluation I,  
or
- (c) Unit 101—Our European Heritage,  
or  
Unit 102—Our North American Background.

##### 2. One of,

- (a) Unit 4—School Law and Administration of Education in Ontario, or

Unit 211—School Law and Administration of Education in Ontario, or

(b) Unit 6—Principles and Practices in School Administration, or

Unit 214—Administration of Public Education in Canada.

##### 3. One of,

(a) Unit 5—Supervision, or  
Unit 212—Supervision, or

(b) Unit 9—Instructional Techniques and Practices, or  
Unit 235—Current Practices in Elementary Education.

4. One additional unit chosen from those announced in the current or former calendars of the college. R.R.O. 1960, Reg. 82, s. 2 (2); O. Reg. 209/62, s. 1.

3. The Minister shall not approve a degree from an Ontario university unless a candidate has,

(a) extended his course of study over a period of at least four years after obtaining the Secondary School Graduation Diploma or standing the Minister considers equivalent thereto; and

(b) attended university classes,

(i) for at least two academic years,

(ii) for at least one academic year and two sessions of the summer school, or

(iii) for at least four sessions of the summer school,

or presents evidence of experience, academic scholarship or professional training that the Minister considers equivalent to these requirements. R.R.O. 1960, Reg. 82, s. 3, *revised*.

4.—(1) For the purposes of clause *a* of subsection 1 of section 2, the University of Toronto degrees are,

(a) any honour degree in arts required for admission to the course of study leading to an Interim High School Assistant's Certificate, Type A;

- (b) a degree in the pass or general course in arts where the candidate,
    - (i) obtains the degree with an average of 66 per cent on his final examinations, and
    - (ii) successfully completes any two of the first, second and third courses of study in English; and
  - (c) a degree in agriculture where the candidate obtains the degree with an average of 66 per cent on his final examinations.
- (2) For the purpose of clause *a* of subsection 1 of section 2, the Queen's University degrees are,
- (a) where the candidate commenced his university course before the 1st day of September, 1958,
    - (i) any honour degree in arts or commerce required for admission to the course of study leading to an Interim High School Assistant's Certificate, Type A and
    - (ii) a general degree in arts where the candidate obtains the degree with an average of 66 per cent in any five courses of study more advanced than course 1; and
  - (b) where the candidate commenced his university course on or after the 1st day of September, 1958,
    - (i) any honour degree in arts or commerce required for admission to the course of study leading to an Interim High School Assistant's Certificate, Type A and
    - (ii) a degree in the general course in arts where the candidate obtains the degree with an average of 66 per cent in his last five courses and successfully completes any three courses of study in English.
- (3) For the purposes of clause *a* of subsection 1 of section 2, the University of Western Ontario degrees are,
- (a) any honour degree in arts or science required for admission to the course of study leading to an Interim High School Assistant's Certificate, Type A; and
  - (b) a degree in any general course in arts or science where the candidate,
    - (i) obtains the degree with a standard of 66 per cent on his final examinations, and
    - (ii) successfully completes any three of the first, second, third and fourth year courses of study in English.
- (4) For the purposes of clause *a* of subsection 1 of section 2, the McMaster University degrees are,
- (a) any honour degree in arts required for admission to the course leading to an Interim High School Assistant's Certificate, Type A; and
  - (b) a pass degree in arts where the candidate,
    - (i) obtains the degree with an average of 66 per cent on his final examinations, and
    - (ii) successfully completes any three of the first, second, third and fourth year courses of study in English.
- (5) For the purposes of clause *a* of subsection 1 of section 2, the University of Ottawa degree is a pass degree in arts where the candidate,
- (a) obtains the degree with an average of 66 per cent on his final examinations; and
  - (b) successfully completes any three of the first, second, third and fourth year courses of study in English.
- (6) For the purposes of clause *a* of subsection 1 of section 2, the Carleton University degrees are,
- (a) any honour degree in arts or science required for admission to the course of study leading to an Interim High School Assistant's Certificate, Type A; and
  - (b) a pass degree in arts or science where the candidate,
    - (i) obtains the degree with a standard of 66 per cent on his final examinations, and
    - (ii) successfully completes the first and second year courses and one more advanced course of study in English.
- (7) For the purposes of clause *a* of subsection 1 of section 2, the University of Windsor degrees are,
- (a) any honour degree in arts or science required for admission to the course of study leading to an Interim High School Assistant's Certificate, Type A; and
  - (b) a pass degree in arts or science where the candidate,



- (i) obtains the degree with a standard of 66 per cent on his final examinations, and
- (ii) successfully completes any three of the first, second, third and fourth year courses of study in English.

(8) For the purpose of clause *a* of subsection 1 of section 2, the Laurentian University of Sudbury degree is a pass degree in arts where the candidate,

- (a) obtains the degree with an average of 66 per cent on his final examinations; and
- (b) successfully completes any three of the first second, third and fourth year courses of study in English. R.R.O. 1960, Reg. 82, s. 4, *revised*.

5.—(1) A candidate may substitute for the requirements under subsection 2 of section 2 a Bachelor of Pedagogy degree or a Doctor of Pedagogy degree obtained at the Ontario College of Education before the 1st day of September, 1946.

(2) Where a candidate has been honourably discharged from active service in Her Majesty's forces, he may substitute evidence of,

- (a) one year of active service for any two Units required under subsection 2 of section 2; and
- (b) two years of active service for the requirements under subsection 2 of section 2.

(3) Where a candidate was granted credit toward a university degree mentioned in section 4 on behalf of a period of active service in Her Majesty's forces, only that portion of his active service in excess of two years may be counted for the purposes of subsection 2.

(4) A candidate may substitute for a deficiency of not more than 6 per cent in the 66 per cent requirement under section 4 any two of the units in subsection 2 of section 2 that have not been counted under that subsection. R.R.O. 1960, Reg. 82, s. 5.

6. Every candidate shall submit to the Minister evidence of at least seven years of successful teaching experience in the schools of Ontario, including at least two years in a public or separate school. R.R.O. 1960, Reg. 82, s. 6.

EXAMINATIONS

7.—(1) Every candidate shall take written and oral examinations at times and places determined by the Minister.

(2) The examinations shall be based on,

- (a) the Acts administered by the Minister and the regulations thereunder; and
- (b) the courses of study, textbooks, reference books and manuals,

pertaining to kindergarten, kindergarten-primary, and Grades 1 to 9 education in Ontario. R.R.O. 1960, Reg. 82, s. 7.

8.—(1) Every candidate for admission to the written and oral examinations shall make application to the Deputy Minister before the 1st day of February in the year in which he proposes to take the examinations. O. Reg. 209/62, s. 2.

(2) The application shall be accompanied by evidence of the standing required under section 2 and of the experience required under section 6. R.R.O. 1960, Reg. 82, s. 8 (2).

CERTIFICATES

9. Where a candidate obtains a standing of 60 per cent on both the written and oral examinations, the Minister shall grant him an Elementary School Inspector's Certificate, in the Form. R.R.O. 1960, Reg. 82, s. 9.

Form

*The Department of Education Act*

ELEMENTARY SCHOOL  
INSPECTOR'S CERTIFICATE

This is to certify that....., having complied with the Regulations prescribed for the Department of Education, is hereby granted an Elementary School Inspector's Certificate.

Dated this.....day of....., 19....

Registered Number.....

.....  
Registrar

.....  
Minister of Education  
R.R.O. 1960, Reg. 82, Form.



## REGULATION 193

### under The Department of Education Act

#### GENERAL LEGISLATIVE GRANTS

##### INTERPRETATION

#### 1. In this Regulation,

(a) "assessment" means for each municipality or part thereof or for each district municipality in the area under the jurisdiction of a board the sum of,

(i) the residential and farm assessment, as defined in clause *b* of section 69 of *The Schools Administration Act*, rateable for the purposes of the board in the municipality, part or district municipality, as shown on the assessment roll on which taxes were levied in 1969, adjusted by the assessment equalization factor for 1969,

(ii) 111.11 per cent of the commercial assessment, as defined in clause *a* of section 69 of *The Schools Administration Act*, rateable for purposes of the board in the municipality, part or district municipality, as shown on the assessment roll on which taxes were levied in 1969, adjusted by the assessment equalization factor for 1969,

(iii) except where taxes are receivable in 1970 by the board or on its behalf from the assessment of a concentrator or smelter under section 87 of *The Assessment Act*, as re-enacted by Statutes of Ontario, 1970, chapter 57, section 19, 111.11 per cent of the amount that, if levied upon at the rate of taxation for the purposes of the board on commercial assessment of the ratepayers supporting the board in the municipality, part or district municipality, would result in taxation equal to the money receivable in 1969 by the board or on its behalf under section 35 of *The Assessment Act* or under clause *b* of subsection 1 of section 5 of Ontario Regulation 104/67, adjusted by the assessment equalization factor for 1969, and

(iv) where taxes are receivable in 1970 by a board or on its behalf from the assessment of a concentrator or

smelter under the said section 87 of *The Assessment Act*, 111.11 per cent of the sum of,

a. the assessment of a concentrator or smelter rateable in 1970 for the purposes of the board under the said section 87 of *The Assessment Act*, adjusted by the appropriate assessment equalization factor, and

b. the amount that, if levied upon at the rate of taxation for the purposes of the board on commercial assessment of the ratepayers supporting the board in the municipality, part or district municipality, would result in taxation equal to the money receivable in 1970 by the board or on its behalf under section 28 of *The Assessment Act*, or to the amount of the 1970 mining revenue payment required by the Minister of Municipal Affairs to be applied to the reduction of public, separate or secondary school taxes under section 9 of Regulation 61 of Revised Regulations of Ontario, 1970, adjusted by the appropriate assessment equalization factor,

but the assessment for a municipality or part or district municipality in the area under the jurisdiction of the board shall not be greater than 120 per cent of the sum of the amounts calculated under subclauses i, ii, iii and iv by substituting in subclauses i, ii and iii, for the assessment equalization factor for 1969,

(v) in respect of a municipality or part or district municipality where the general level of assessment on the roll prepared in 1968 is the same as that on the roll prepared in 1967, the assessment equalization factor for 1968, and

(vi) in respect of a municipality or part or district municipality where the general level of assessment on the roll

prepared in the year 1968 is higher than on the roll prepared in 1967, the assessment equalization factor for 1968 multiplied by the total taxable assessment made in the year 1968 and divided by the sum of the total taxable assessment made in the year 1967 and the taxable assessment made in 1968 under section 43 of *The Assessment Act*. O. Reg. 521/70, s. 1 (1).

(b) "assessment equalization factor" means the factor determined by the Department of Municipal Affairs to adjust local assessment to the assessment to be used for grant purposes; O. Reg. 58/70, s. 1, cl. (b).

(c) "assessment per pupil of weighted enrolment" means the integral quotient obtained by dividing the assessment by the weighted enrolment;

(d) "average daily enrolment" means the quotient obtained by dividing the perfect aggregate attendance of pupils in a year by the number of legal school-days in that year;

(e) "capital appurtenances" means,

- (i) schools,
- (ii) additions to schools,
- (iii) sites,
- (iv) additions to sites,
- (v) alterations to schools,
- (vi) renovation of schools,
- (vii) buildings other than school buildings,
- (viii) television receiving sets except normal replacements,
- (ix) furniture, machinery and equipment except normal replacements,
- (x) the restoration of insured school property destroyed or damaged, and
- (xi) buses for the transportation of pupils;

(f) "course weighting factor" means,

- (i) for a pupil enrolled in a course in français in a secondary school, 1.1, and

(ii) for a pupil other than a pupil referred to under subclause i, 1; O. Reg. 58/70, s. 1, cls. (c)-(f).

(g) "district municipality" means part of territory without municipal organization that is deemed a district municipality under subsection 3 of section 27 of *The Secondary Schools and Boards of Education Act* or under subsection 4 of section 80 of *The Separate Schools Act*; O. Reg. 521/70, s. 1 (2).

(h) "enrolment" means the number of pupils registered in the regular day classes at a school except that the number of pupils who normally attend school for one-half of each school day or its equivalent shall be divided by 2;

(i) "extraordinary expenditure" means an expenditure for,

(i) transportation of pupils to and from school,

(ii) board, lodging and weekly transportation,

(iii) capital appurtenances,

(iv) debt charges,

(v) pupil accommodation charges included in tuition fees payable to another board,

less,

(vi) pupil accommodation charges included in tuition fees receivable from another board, from the Minister, or from Canada,

(vii) revenue from the sale or disposal of capital appurtenances, and

(viii) insurance proceeds in respect of capital appurtenances;

(j) "location weighting factor" means,

(i) for a pupil who resides in a provisional county or in a territorial district, 1.1,

(ii) for a pupil who resides in an urban municipality having a population of 190,000 or more as determined by reference to the municipal census taken in the preceding year and who is enrolled,

a. in an elementary school, 1.2,  
or



- b. in a secondary school, 1.1, and
- (iii) for a pupil other than for a pupil referred to under subclause i or ii, 1;
- (k) "ordinary expenditure" means total revenue fund expenditure less the sum of,
  - (i) revenue fund expenditure for,
    - a. the board's share of Canada Pension Plan contributions on behalf of staff employed under the conditions set forth in clause e of section 1 of *The Teachers' Superannuation Act*,
    - b. transportation of pupils to and from school,
    - c. board, lodging, and weekly transportation,
    - d. capital appurtenances,
    - e. debt charges,
    - f. the pupil accommodation charge included in tuition fees payable to another board, and
    - g. tax adjustments; and
  - (ii) revenue fund revenue from sources other than from,
    - a. general legislative grants,
    - b. taxes, including subscriptions in lieu of taxes and trailer fees,
    - c. the pupil accommodation charge included in fees receivable from another board, from the Minister, or from Canada,
    - d. sale or disposal of capital appurtenances, and
    - e. insurance proceeds in respect of capital appurtenances;
- (l) "pupil accommodation charge" means,
  - (i) \$40 per pupil of average daily enrolment for elementary schools, and
  - (ii) \$90 per pupil of average daily enrolment for secondary schools;

- (m) "non-resident pupil" means a pupil enrolled at a school operated by the board and whose fee is receivable from another board, from the Minister, from Canada or from a source outside Ontario;
- (n) "resident-internal pupil" means a pupil, other than a non-resident pupil, enrolled at a school operated by the board;
- (o) "resident-external pupil" means a pupil whose fee is payable by the board;
- (p) "weighted average daily enrolment" means the average daily enrolment of resident-internal and resident-external pupils adjusted by the application of the appropriate course and location weighting factors;
- (q) "weighted enrolment" means the enrolment of resident-internal and resident-external pupils on the last school day of September, 1969 adjusted by the application of the appropriate course and location weighting factors;
- (r) "year" means the period from and including the 1st day of January to and including the 31st day of December next following. O. Reg. 58/70, s. 1, cls. g-q.

2. "Recognized ordinary expenditure" and "recognized extraordinary expenditure" shall be subject to the approval of the Minister. O. Reg. 58/70, s. 2.

3. For the purposes of this Regulation The Metropolitan Toronto School Board and the boards of education as provided in section 118 of *The Municipality of Metropolitan Toronto Act* shall be deemed to be a divisional board of education and the area municipalities as provided in section 1 of that *Act* shall be deemed to be one urban municipality. O. Reg. 58/70, s. 3.

4.—(1) The general legislative grants payable under this Regulation shall be calculated for a board of education as though the board were a public-school board and a high-school board.

(2) The grant payable in respect of a public- or separate-school board with the exception of the grant provided under Part 5 shall be applied to such elementary-school purposes as the public- or separate-school board deems expedient.

(3) The grant payable in respect of a high-school board with the exception of the grant provided under Part 5 shall be applied to such high-school purposes as the high-school board considers expedient. O. Reg. 58/70, s. 4.



## CONTINGENCIES OF GRANTS

5.—(1) Where a board does not comply with the Acts administered by the Minister or the regulations thereunder, the Minister may withhold the whole or any part of a grant payable until the board has taken the action necessary to correct the condition that caused the grant to be withheld.

(2) Where the grant payable under this Regulation is for any reason overpaid, the board shall refund the amount of the overpayment to the Province of Ontario.

(3) Where the grant payable under this Regulation is for any reason underpaid, the amount of the underpayment shall be paid to the board.

(4) Where the grant payable to a board under a previous regulation was either overpaid or underpaid, the overpayment or the underpayment, as the case may be, shall be added to or recovered from the grant payable, under this Regulation to the board that has jurisdiction over the area of the board for which the adjustment is necessary. O. Reg. 58/70, s. 5.

6.—(1) The grant payable under this Regulation shall be paid in the number of instalments and at the times designated by the Minister.

(2) Where in any year the amount voted by the Legislature for the grants under this Regulation is insufficient or more than sufficient to pay the grants in full, the Minister may make a *pro rata* reduction or increase, as the case may be. O. Reg. 58/70, s. 6.

## PART 1

## GRANTS FOR RECOGNIZED ORDINARY EXPENDITURE

7.—(1) "RECOGNIZED ORDINARY EXPENDITURE" means ordinary expenditure that is not in excess of the product of the weighted average daily enrolment for 1970 and,

(a) in the case of an elementary-school board, the lesser of,

(i) \$500, and

(ii) the recognized ordinary expenditure per pupil of weighted average daily enrolment for 1969 increased by the greater of,

a. \$50, and

b. 50 per cent of the excess of \$500 over the recognized ordinary expenditure per pupil of weighted average daily enrolment for 1969, or

(b) in the case of a secondary-school board, the lesser of,

(i) \$1,000, and

(ii) the recognized ordinary expenditure per pupil of weighted average daily enrolment for 1969 increased by the greater of,

a. \$125, and

b. 60 per cent of the excess of \$1,000 over the recognized ordinary expenditure per pupil of weighted average daily enrolment for 1969.

(2) For the purposes of subsection 1, "recognized ordinary expenditure per pupil of weighted average daily enrolment for 1969" means the quotient obtained by dividing the ordinary expenditure to which the board's percentage rate of grant was applied in the 1969 grant calculation by the average daily enrolment of resident-internal and resident-external pupils in 1969 adjusted by the appropriate course and location weighting factors set forth in clauses *f* and *i* of section 1. O. Reg. 58/70, s. 7.

8. The PERCENTAGE RATE OF GRANT for a board shall be the excess, correct to two places of decimals, of 100 over the product of 46 and the quotient obtained by dividing the board's assessment per pupil of weighted enrolment,

(a) in the case of an elementary-school board, by \$40,500; or

(b) in the case of a secondary-school board, by \$108,000,

but the percentage rate shall be not less than zero. O. Reg. 58/70, s. 8.

9.—(1) A board, other than a board whose grant is determined under the provisions of section 15 or section 18 shall, subject to subsections 2, 3 and 4, be paid an ORDINARY EXPENDITURE GRANT at the percentage rate determined under section 8 of its recognized ordinary expenditure.

(2) The grant provided by subsection 1 shall be not less than the product of,

(a) the weighted average daily enrolment for 1970;

(b) the quotient obtained by dividing the excess of,

- (i) the 1969 grant after adjustment by the limitation provisions, excluding adjustments in respect of the 1968 Enrolment Growth Grant and including the 1969 Education Mill Rate Subsidy,

over,

- (ii) the 1969 grant, prior to adjustment by the limitation provisions, in respect of 1969 recognized extraordinary expenditure and including the grant for extraordinary expenditure on behalf of trainable retarded children,

by the weighted average daily enrolment for 1969;

- (c) the quotient obtained by dividing the assessment per pupil of weighted enrolment for 1969 by \$34,250 in the case of an elementary-school board or by \$95,750 in the case of a secondary-school board, and
- (d) the quotient obtained by dividing \$40,500 in the case of an elementary-school board or \$108,000 in the case of a secondary-school board by the assessment per pupil of weighted enrolment.

(3) The grant provided by subsection 2 shall not exceed the recognized ordinary expenditure.

(4) The grant provided by subsection 1 shall be paid on an estimated basis during the year in which the expenditure is incurred and such adjustments as may be necessary shall be made when the actual financial data and weighted average daily enrolment are available.

(5) For the purposes of subsection 2,

- (a) "assessment per pupil of weighted enrolment for 1969" means the sum of,

- (i) the residential and farm assessment as defined in clause *b* of section 74 of *The Schools Administration Act*, rateable for the purposes of the board in the area under its jurisdiction as shown on the assessment roll on which taxes were levied in 1968,

- (ii) the commercial assessment as defined in clause *a* of section 74 of *The Schools Administration Act*, rateable for the purposes of the board in the area under its jurisdiction as shown on the assessment roll on which taxes were levied in 1968,

- (iii) the amount of assessment equivalent to that which, if levied upon at the rate of taxation on commercial assessment of the ratepayers in the municipality or district municipality supporting the board, would result in taxation equal to the money receivable in 1968 by the board under section 28 of *The Assessment Act*, or clause *b* of section 5 of Ontario Regulation 104/67, as amended, and

- (iv) for a secondary-school board in a territorial district whose area of jurisdiction included territory that prior to the 1st day of January, 1969 did not form part of a secondary-school district, the assessment, as shown on the assessment roll on which taxes were levied in 1968, of property,

- a. that was not rateable for secondary-school purposes in 1968,

- b. that was in territory under the jurisdiction of the board in 1969, and

- c. that was rateable for public-or separate-school purposes in 1968,

adjusted by the appropriate assessment equalization factor, divided by the enrolment on the last school-day of September, 1968 of resident-internal and resident-external pupils, including trainable retarded pupils and pupils who, in 1968, were non-resident territorial district pupils but who, on the 1st day of January, 1969 became resident-internal or resident-external pupils, adjusted by the appropriate course and location weighting factors set forth in clauses *f* and *i* of section 1; and

- (b) "weighted average daily enrolment for 1969" means the average daily enrolment of resident-internal and resident-external pupils in 1969, including trainable retarded pupils and pupils who, in 1968, were non-resident territorial district pupils but who, on the 1st day of January, 1969, became resident-internal or resident-external pupils, adjusted by the appropriate course and location weighting factors set forth in clauses *f* and *i* of section 1. O. Reg. 58/70, s. 9.



## PART 2

GRANTS FOR RECOGNIZED  
EXTRAORDINARY EXPENDITURE

10. "RECOGNIZED EXTRAORDINARY EXPENDITURE" means,

(a) the portion approved by the Minister for grant purposes of,

(i) debt charges payable in the current year by a board or on its behalf by a municipal or a county council, and

(ii) debt charges paid by an elementary-school board or on its behalf by a municipal or a county council in 1963 in the case of a debenture issued before the 1st day of January, 1951, where the final debt charges were payable in 1969,

in respect of debentures issued to finance the purchase of capital appurtenances;

(b) the portion approved by the Minister for grant purposes of capital expenditure from the revenue fund in the current year for the purchase of capital appurtenances that is not in excess of the sum calculated at one mill in the dollar upon the assessment;

(c) the portion approved by the Minister for grant purposes of expenditure made by a board in the current year for the transportation of pupils to and from school except where the parent or guardian contributes, other than by taxation, to the cost of transportation;

(d) the portion of the expenditure for board, lodging, and transportation to school and return once each week made in the current year by a board in respect of a pupil that is not in excess of \$3.50 for each day of attendance as certified by the principal of the school that the pupil attends; and

(e) the product of the pupil accommodation charge and the average daily enrolment in the current year of resident-external pupils adjusted by the appropriate course weighting factor;

less,

(f) the product of the pupil accommodation charge and the average daily enrolment in the current year of non-resident pupils adjusted by the appropriate course weighting factor; and

(g) the portion of the revenue in the current year designated by the Minister as deductible for grant purposes resulting from,

(i) the sale or disposal of capital appurtenances, and

(ii) insurance proceeds in respect of capital appurtenances. O. Reg. 58/70, s. 10.

11. "Recognized extraordinary expenditure per pupil of weighted enrolment" means the integral quotient obtained by dividing the recognized extraordinary expenditure by the weighted enrolment. O. Reg. 58/70, s. 11.

12. "EXTRAORDINARY EXPENDITURE MILL RATE" means,

(a) for an elementary-school board, the rate, correct to five places of decimals, obtained by dividing by 50 the sum of,

(i) the product of .45 and the recognized extraordinary expenditure per pupil of weighted enrolment up to and including \$50, and

(ii) the product of .15 and the recognized extraordinary expenditure per pupil of weighted enrolment in excess of \$50, and

(b) for a secondary-school board, the rate, correct to five places of decimals, obtained by dividing by 75 the sum of,

(i) the product of .25 and the recognized extraordinary expenditure per pupil of weighted enrolment up to and including \$75, and

(ii) the product of .08 and the recognized extraordinary expenditure per pupil of weighted enrolment in excess of \$75. O. Reg. 58/70, s. 12.

## AMOUNT OF GRANT

13.—(1) A board, other than a board whose grant is determined under the provisions of section 15 or section 18, shall be paid an EXTRAORDINARY EXPENDITURE GRANT that is the excess of,

(a) the recognized extraordinary expenditure,

over,

(b) the sum calculated at the extraordinary expenditure mill rate in the dollar upon the assessment.

(2) The grant provided by subsection 1 shall be paid on an estimated basis during the year in which



the expenditure is incurred and such adjustments as may be necessary shall be made when the actual financial data are available. O. Reg. 58/70, s. 13.

14. The grant arising from a commitment made to a former board in a territorial district regarding assistance for the acquisition of class-room accommodation following the enlargement of its area or an agreement to provide education for a board that had ceased to operate its schools shall be calculated under the provisions of the regulation that was in existence for the year in which the commitment was made and be paid to the board that assumed jurisdiction in 1969 over the area of the board to which the commitment was made. O. Reg. 58/70, s. 14.

### PART 3

#### BOARDS ON TAX-EXEMPT LAND

15.—(1) In the case of a board appointed under subsection 1 of section 12 of *The Public Schools Act*, or under subsection 1 of section 4 or subsection 2a of section 4 of *The Secondary Schools and Boards of Education Act*, "cost of operating" means the total expenditure from the revenue fund during the current year for the operation of a school under the jurisdiction of the Board, expenditure for transportation approved by the Minister for grant purposes, expenditure for tuition fees to another board and approved expenditure for board, lodging, and weekly transportation, less capital expenditure, expenditure for rent and less revenue from sources other than from the organization for which the board was established, from general legislative grants and refunds of expenditure no part of which is eligible for grant.

(2) The board so appointed shall be paid a grant of 50 per cent of the cost of operating as defined in subsection 1, but, where the board operates a school in a sanatorium, a hospital or a centre for the treatment of cerebral palsy, the grant in respect of such school shall be 80 per cent of the expenditure for instructional salaries, 80 per cent of the expenditure for transportation approved by the Minister and 50 per cent of the excess of the cost of operating over the sum of the expenditure for instructional salaries and for transportation approved by the Minister.

(3) The grant provided by subsection 2 shall be paid on an estimated basis during the year in which the expenditure is incurred, and such adjustments as may be necessary shall be made when the actual financial data are available. O. Reg. 58/70, s. 15.

### PART 4

#### ISOLATE BOARDS

##### APPLICATION

16. The grant payable to an isolate board under this Regulation shall be made only under the provisions of this Part. O. Reg. 58/70, s. 16.

17. In this Part,

(a) "assessment", notwithstanding the definition provided by clause a of section 1, means,

(i) the residential and farm assessment, as defined in clause b of section 74 of *The Schools Administration Act*, rateable for the purposes of the board in the area under its jurisdiction, as shown on the assessment roll on which taxes are levied in 1970, and

(ii) 111.11 per cent of the sum of,

a. the commercial assessment, as defined in clause a of section 74 of *The Schools Administration Act*, rateable for the purposes of the board in the area under its jurisdiction, as shown on the assessment roll on which taxes are levied in 1970, and

b. the amount of assessment equivalent to that which, if levied upon at the rate of taxation on commercial assessment of the ratepayers in the municipality or district municipality supporting the board, would result in taxation equal to the money receivable in 1970 by the board under section 28 of *The Assessment Act*, or clause b of section 5 of Ontario Regulation 104/67, as amended,

adjusted by the assessment equalization factor;

(b) "district municipality" means,

(i) a district municipality, as defined in clause e of subsection 1 of section 27 of *The Secondary Schools and Boards of Education Act*, that is under the jurisdiction of an enlarged board, and

- (ii) part of territory without municipal organization that is deemed a district municipality under subsection 4 of section 27 of *The Secondary Schools and Boards of Education Act*, or under subsection 3 of section 80 of *The Separate Schools Act*, and that is under the jurisdiction of an enlarged board;
- (c) "enlarged board" means a divisional board of education or a district combined separate-school board;
- (d) "isolate board" means an elementary-school board in a territorial district,
- (i) that is not an enlarged board, and
- (ii) that had an enrolment of resident and non-resident pupils on the first school-day of January, 1970 of 200 or less;
- (e) "non-district municipality" means an area that is under the jurisdiction of an isolate board and that is not a district municipality;
- (f) "number of class-room units" means the sum of,
- (i) for each school in which one class-room only was in operation on the first school-day of the current year, the greater of,
- a. the quotient, carried to one decimal place with the decimal digit being increased by one for any remainder, obtained by dividing the average daily enrolment of resident-internal pupils by 30, and
- b. the excess of the product of .1 and the number of months during which the board operates the school, over the quotient, carried to one decimal place, obtained by dividing the average daily enrolment of non-resident pupils by 30,
- (ii) for each school in which two class-rooms were in operation on the first school-day of the current year, the greater of,
- a. the quotient, carried to one decimal place with the decimal digit being increased by one for any remainder, obtained by dividing the average daily enrolment of resident-internal pupils by 30, and
- b. the lesser of,
- I. the number of class-rooms in operation at the school on the first school-day of the current year, less the quotient, carried to one decimal place, obtained by dividing the average daily enrolment of non-resident pupils by 30, and
- II. the quotient, carried to one decimal place with the decimal digit being increased by one for any remainder, obtained by dividing the average daily enrolment of resident-internal pupils by 15,
- (iii) for each school in which three or more class-rooms were in operation on the first school-day of the current year, the greater of,
- a. the quotient, carried to one decimal place with the decimal digit being increased by one for any remainder, obtained by dividing the average daily enrolment of resident-internal pupils by 30, and
- b. the lesser of,
- I. the number of class-rooms in operation at the school on the first school-day of the current year, less the quotient, carried to one decimal place, obtained by dividing the average daily enrolment of non-resident pupils by 30, and
- II. the quotient, carried to one decimal place with the decimal digit being increased by one for any remainder, obtained by dividing the average daily enrolment of resident-in-



ternal pupils by 25,  
and

- (iv) the quotient, carried to one decimal place with the decimal digit being increased by one for any remainder, obtained by dividing the average daily enrolment of resident-external pupils by 30;

- (g) "resident pupil load" means the product of the number of class-room units and 30.  
O. Reg. 58/70, s. 17.

**18.** An isolate board shall be paid a grant equal to the greater of,

- (a) the amount determined under Parts 1 and 2, and

- (b) the amount that is the excess of,

- (i) the sum of,

- a. the portion, approved by the Minister for grant purposes, of the ordinary expenditure of the board in 1970 that is not in excess of the product of the resident pupil load and \$550, and

- b. the portion, acceptable to the Minister for grant purposes, of the extraordinary expenditure,

over,

- (ii) the sum of the products of,

- a. the quotient obtained by dividing the assessment from which the board receives support in 1970 by 1,000, and

- b. the greater of,

I. 7, and

II. the number representing the mill rate on equalized assessment for public- or separate-school purposes, as the case may be, for the enlarged board in the district municipality,

for each district municipality or part thereof and non-district municipality under the jurisdiction of the isolate board. O. Reg. 58/70, s. 18.

## PART 5

### EDUCATION MILL RATE SUBSIDY

**19.** In this Part,

- (a) "applicable expenditure" means total revenue fund expenditure less,

- (i) revenue fund expenditure for,

- a. a tax adjustment,  
b. a provision for a reserve fund,  
c. a provision for a reserve for working funds, and  
d. a provision for a deficit of any previous year, and

- (ii) revenue fund revenue from sources other than,

- a. general legislative grants including the education mill rate subsidy and reimbursement for the board's share of Canada Pension Plan contributions on behalf of staff employed under the conditions set forth in clause e of section 1 of *The Teachers' Superannuation Act*,  
b. taxes including subscriptions in lieu of taxes and trailer fees,  
c. transfers from other funds except from the capital fund,  
d. transfers from provisions for working funds, and  
e. allowances made for a surplus of any previous year;

- (b) "applicable expenditure per pupil of weighted average daily enrolment for 1969" means the quotient obtained by dividing the applicable expenditure for 1969 including applicable expenditure for trainable retarded pupils by the average daily enrolment of resident-internal and resident-external pupils in 1969 including trainable retarded pupils adjusted by the appropriate course and location weighting factors set forth in clauses f and i of section 1;

- (c) "assessment" means the assessment from which a board receives support in a municipality or part thereof;



- (d) "assessment equalization factor for 1969" means the assessment equalization factor applicable to the assessment upon which taxes were levied in 1969;
- (e) "break-even mill rate" for a year means for a municipality or part thereof, the rate that if applied to the assessment of property on which taxes were levied for purposes of the board for the year would have provided, as at the end of the year, neither an increase nor a decrease in the surplus, deficit, or reserves accumulated by the board as at the beginning of the year;
- (f) "municipality" includes territory without municipal organization that is deemed a district municipality under subsection 4 of section 27 of *The Secondary Schools and Boards of Education Act* or under subsection 3 of section 80 of *The Separate Schools Act*, but does not include,
- (i) an area municipality having a population of 60,000 or more as defined in,
    - a. *The Municipality of Metropolitan Toronto Act*, or
    - b. *The Regional Municipality of Ottawa-Carleton Act*, or
  - (ii) a defined city as defined in section 27 of *The Secondary Schools and Boards of Education Act*;
- (g) "population" means the population as determined by reference to the municipal census taken in 1969;
- (h) "municipal tax requirement" means the sum required by a board to be raised by local taxation and shall be determined by including as revenue general legislative grants exclusive of the education mill rate subsidy and inclusive of the reimbursement of the board's share of Canada Pension Plan contributions on behalf of staff employed under the conditions set forth in clause d of section 1 of *The Teachers' Superannuation Act* and the grant payable to a board in a territorial district for the purpose, where applicable, of reducing by 67 per cent the mill rate for secondary-school purposes in a municipality or part thereof that in the year 1968 was not included in a secondary-school district;
- (i) "post-subsidy break-even mill rate for 1969" means the break-even mill rate required in a municipality or part thereof in 1969 to provide the amount of the board's municipal tax requirement apportioned to the municipality or part thereof as required for 1969 less the sum of,
- (i) the education mill rate subsidy for 1969 payable to the board on behalf of the municipality or part thereof, and
  - (ii) revenue of the municipality or part thereof resulting from mining revenue payment on behalf of the board;
- (j) "presubsidy mill rate for 1970" means the mill rate required in the municipality or part thereof to provide the amount of the board's recognized applicable requirement apportioned to the municipality or part thereof for 1970. O. Reg. 58/70, s. 19, cls. a-j.
- (k) "recognized applicable expenditure" means applicable expenditure that is not in excess of the product of the weighted average daily enrolment for 1970, and,
- (i) in the case of an elementary-school board, the lesser of,
    - a. \$650, and
    - b. the sum of,
      - I. the applicable expenditure per pupil of weighted average daily enrolment for 1969 increased by the greater of \$60 and 80 per cent of the excess of \$650 over the applicable expenditure per pupil of weighted average daily enrolment for 1969, and
      - II. the amount by which \$35 is less than 1/25th of the excess of the average annual salary of persons from whose salary deductions are made in respect of the Teachers' Superannuation Fund and who are employed on a full-time basis for elementary-school purposes for the school year 1969-70 over the average annual salary of such persons for the school year 1968-69, or

- (ii) in the case of a secondary-school board, the lesser of,

a. \$1,200, and

- b. the applicable expenditure per pupil of weighted average daily enrolment for 1969 increased by the greater of,

I. \$80, and

II. 50 per cent of the excess of \$1,200 over the applicable expenditure per pupil of weighted average daily enrolment for 1969;

- (l) "recognized applicable requirement" means recognized applicable expenditure decreased by general legislative grants inclusive of the reimbursement of the board's share of Canada Pension Plan contributions on behalf of staff employed under the conditions set forth in clause a of section 1 of *The Teachers' Superannuation Act* and exclusive of the education mill rate subsidy and the grant under Part 6. O. Reg. 58/70, s. 19, cl. k, part; O. Reg. 521/70, s. 2; O. Reg. 548/70, s. 1.

- (m) "total taxable assessment" means the assessment of all rateable property in a municipality or part thereof. O. Reg. 58/70, s. 19, cl. l.

20. The interpretation of the terms defined in section 19 shall be subject to the approval of the Minister. O. Reg. 58/70, s. 20.

21.—(1) A board shall, subject to subsection 2, be paid on behalf of each municipality or part thereof which is included in its jurisdiction, a grant calculated at the mill rate that is the excess of,

- (a) the presubsidy mill rate for 1970, over,

- (b) the sum of,

- (i) the quotient obtained by dividing 50, in the case of residential and farm assessment, or 55.55, in the case of commercial assessment by the assessment equalization factor for 1969, and

- (ii) the post-subsidy break-even mill rate for 1969,

upon the total taxable assessment upon which taxes are levied in 1970 in the municipality or part thereof.

(2) Where the general level of assessment on the roll prepared in 1969 was higher than on the roll prepared in 1968, the 1970 presubsidy mill rate shall be multiplied by and the total taxable assessment on which taxes are levied in 1970 shall be divided by the quotient obtained by dividing the total taxable assessment made in 1969 by the sum of,

- (a) the total taxable assessment made in 1968; and

- (b) the taxable assessment made in 1969 under section 43 of *The Assessment Act*.

(3) The grant provided by subsection 1 shall be paid on an estimated basis during 1970 and such adjustments as may be necessary shall be made when the actual financial data are available. O. Reg. 58/70, s. 21.

22. The grant payable under this Part shall be applied by the board to reduce the levy from the municipality or part thereof on whose behalf it is payable. O. Reg. 58/70, s. 22.

## PART 6

### GRANTS FOR FRENCH-LANGUAGE INSTRUCTION

23. Notwithstanding section 1, in this Part,

- (a) "course weighting factor" means,

- (i) for a pupil in an elementary school or class where French is the language of instruction, 1.0,

- (ii) for a pupil in a French program for not less than twenty minutes per day in an elementary school where English is the language of instruction,

- a. up to and including grade 8, 1.0, and

- b. in grade 9 or 10, 0.5,

- (iii) for a pupil in a secondary school, who is enrolled in a course in French for English-speaking pupils, for which course one or more credits are given, 0.25, and

- (iv) for a pupil in a secondary school, 0.5 for each subject taught to the pupil in the French language, except that the factor shall not exceed 2.5;

- (b) "weighted enrolment" in respect of a board means the sum of the products obtained by multiplying by the appropriate course weighting factor the number of pupils in



each group of pupils referred to in clause *a* who have the same course weighting factor, and who are enrolled on the last school day in September, 1970, in the elementary schools or in the secondary schools, as the case may be, operated by the board.

**24.** In addition to all other grants provided by this Regulation, a board shall, subject to section 25, be paid a grant for French-language instruction at the percentage rate, determined under section 8, of the product of,

- (a) the weighted enrolment; and
- (b) in the case of,
  - (i) an elementary school pupil, \$22, and
  - (ii) a secondary school pupil, \$44.

#### PART 7

##### LIMITATION OF GRANTS

**25.** The grants provided to a board by this Regulation shall not be in excess of the total revenue fund expenditure of the board less the sum of,

- (a) the provisions for the reserve for working funds and for reserve funds; and
- (b) the revenue fund revenue from all sources other than from general legislative grants, taxes and trailer fees. O. Reg. 548/70, s. 2.



## REGULATION 194

### under The Department of Education Act

#### GENERAL LEGISLATIVE GRANTS, 1969

##### INTERPRETATION

#### 1. In this Regulation,

(a) "assessment" means the sum of,

- (i) the assessment of all property, including business assessment, rateable for the purposes of the board in the area under its jurisdiction, as shown on the assessment roll on which taxes were levied for the preceding year, adjusted by the provincial equalizing factor, and
- (ii) where money was received in the preceding year by the board under section 28 of *The Assessment Act* or clause *b* of section 5 of Ontario Regulation 104/67, as amended, the amount equivalent to that which, if levied upon at the rate of real property taxation on the ratepayers supporting the board, would result in taxation equal to the money so received by the board, adjusted by the provincial equalizing factor, and
- (iii) for the purposes of a secondary school board in a territorial district whose area of jurisdiction includes territory that prior to the 1st day of January, 1969, did not form part of a secondary school district, the assessment of property,
  - a. that was not rateable for secondary school purposes in 1968,
  - b. that is in territory under the jurisdiction of the board in 1969, and
  - c. that was rateable for public or separate school purposes in 1968,

as shown on the assessment roll on which taxes were levied for 1968, adjusted by the provincial equalizing factor;

(b) "assessment per weighted pupil" for a board means the integral quotient obtained by

dividing the assessment by the enrolment on the last school day of September of the preceding year of resident-internal and resident-external pupils adjusted by the application of the appropriate weighting factors;

(c) "average daily enrolment" means the quotient obtained by dividing the perfect aggregate attendance of pupils excluding trainable retarded pupils in a year by the number of legal school days in that year;

(d) "capital appurtenance" means,

- (i) schools,
  - (ii) additions to schools,
  - (iii) school sites,
  - (iv) additions to school sites,
  - (v) alterations to schools,
  - (vi) renovation of schools,
  - (vii) buildings other than school buildings,
  - (viii) television receiving sets,
  - (ix) furniture and machinery or equipment except for the normal replacement of existing furniture, machinery or equipment,
  - (x) the restoration of insured school property destroyed or damaged, and
  - (xi) buses for the transportation of pupils;
- (e) "course weighting factor" means,
- (i) for a pupil who is enrolled in the regular day classes in an elementary school, 1,
  - (ii) for a pupil who is enrolled in the regular day classes in the Business and Commerce Branch in a secondary school, 1.05,
  - (iii) for a pupil who is enrolled in the regular day classes in the Science, Technology and Trades Branch in a secondary school or who is enrolled

in a special vocational school or in an occupational program in a secondary school, 1.6, or

- (iv) for a pupil, other than a pupil referred to under subclause ii, or iii, 1,

but where a pupil is enrolled in a course in français in a secondary school, the factors referred to in subclauses ii, iii and iv shall be multiplied by 1.05;

- (f) "extraordinary expenditure mill rate" means,

- (i) for an elementary school board, the rate, correct to five places of decimals, obtained by dividing by 50 the sum of,

a. the product of .65 and the recognized extraordinary expenditure per pupil up to and including \$50, and

b. the product of .225 and the recognized extraordinary expenditure per pupil in excess of \$50, and

- (ii) for a secondary school board, the rate, correct to five places of decimals, obtained by dividing by 65 the sum of,

a. the product of .325 and the recognized extraordinary expenditure per pupil up to and including \$65, and

b. the product of .112 and the recognized extraordinary expenditure per pupil in excess of \$65;

- (g) "location weighting factor" means,

- (i) for a pupil who resides in a provisional county or in a territorial district, 1.1,

- (ii) for a pupil who resides in an urban municipality having a population of 190,000 or more as determined by reference to the municipal census taken in the preceding year and who is enrolled,

a. in an elementary school, 1.2, or

b. in a secondary school, 1.1,

- (iii) for a pupil other than for a pupil referred to under subclause i or ii, 1;

- (h) "non-resident pupil" means a pupil, other than a trainable retarded pupil, enrolled at a school operated by the board and whose fee is receivable from another board, from the Minister, or from Canada;

- (i) "perfect aggregate attendance" means the sum of,

- (i) the perfect aggregate attendance as defined in *The Schools Administration Act*, and

- (ii) the number representing the sum of the products of,

a. the number of pupils enrolled in each summer school course or each evening course of study operated by the board, and

b. one-fifth of the number of hours in the length of such summer school course or such evening course of study,

less one-fifth of the number of pupil hours' non-attendance caused by,

c. deaths,

d. late registrations,

e. termination of registrations,

f. expulsions, and

g. exclusions;

- (j) "provincial equalizing factor" means the factor determined by the Department of Municipal Affairs to adjust local assessment to the assessment to be used for grant purposes;

- (k) "pupil accommodation charge" means,

- (i) \$40 per pupil of average daily enrolment for elementary schools,

- (ii) \$75 per pupil of average daily enrolment for secondary schools, and

- (iii) \$120 per pupil of average daily enrolment for trainable retarded children;

- (l) "recognized extraordinary expenditure" means,

- (i) the portion approved by the Minister for grant purposes of,

a. debt charges payable in the current year by a board or on



its behalf by a municipal or a county council, and

- b. debt charges paid by an elementary school board or on its behalf by a municipal or a county council in 1963 in the case of a debenture issued before the 1st day of January, 1951, where the final debt charges were payable in the year preceding the current year,

in respect of debentures issued to finance the purchase of capital appurtenances,

- (ii) the portion approved by the Minister for grant purposes of capital expenditure from the revenue fund in the current year for the purchase of capital appurtenances that is not in excess of the sum calculated at one mill in the dollar upon the assessment,
  - (iii) the portion approved by the Minister for grant purposes of expenditures made by a board in the current year for the transportation of pupils to and from school except where the parent or guardian contributes, other than by taxation, to the cost of transportation,
  - (iv) the portion of the expenditure for board, lodging and transportation to school and return once each week made in the current year by a board in respect of a pupil that is not in excess of \$3.50 for each day of attendance as certified by the principal of the school that the pupil attends, and
  - (v) the product of the pupil accommodation charge and the average daily enrolment, adjusted by the application of the appropriate course weighting factors, of pupils whose fees are payable in the current year by the board,
- less,
- (vi) the product of the pupil accommodation charge and the average daily enrolment, adjusted by the application of the appropriate course weighting factors, of pupils whose fees are receivable in the current year from another board, from the Minister or from Canada, and

- (vii) the portion of the revenue in the current year designated by the Minister as deductible for grant purposes resulting from,

- a. the sale or disposal of capital appurtenances, and

- b. insurance proceeds in respect of capital appurtenances;

(m) "recognized extraordinary expenditure per pupil" means the integral quotient obtained by dividing the recognized extraordinary expenditure by the enrolment of resident-internal and resident-external pupils on the last school day of September of the preceding year adjusted by the application of the appropriate course and location weighting factors;

(n) "resident-external pupil" means a pupil, other than a trainable retarded pupil, whose fee is payable by a board;

(o) "resident-internal pupil" means a pupil, enrolled at a school operated by the board other than,

- (i) a trainable retarded pupil, or

- (ii) a pupil whose fee is receivable from another board, from the Minister, from Canada or from a source outside Ontario;

(p) "year" means the period from and including the 1st day of January to and including the 31st day of December next following. O. Reg. 92/70, s. 1.

2. "Recognized extraordinary expenditure" shall be subject to the approval of the Minister. O. Reg. 92/70, s. 2.

3.—(1) A pupil who, in 1968, was a non-resident territorial district pupil but who, on the 1st day of January, 1969, was a resident-internal or a resident-external pupil shall be deemed to be a resident pupil for the purposes of determining the enrolment on the last school day of September, 1968, of resident-internal and resident-external pupils as required,

- (a) under clause b of section 1;

- (b) under clause m of section 1; and

- (c) under subsection 2 of section 11.

(2) A pupil who, in 1968, was a non-resident territorial district pupil but who resided in an area that, on the 1st day of January, 1969, is included in the jurisdiction of the board shall be deemed to be a resident pupil for the purposes of determining the 1968



average daily enrolment as required under clause *b* of section 23. O. Reg. 92/70, s. 3.

4. The provisions of subclause *ii* of clause *i* of section 1 do not apply for the year 1968. O. Reg. 92/70, s. 4.

5. For the purposes of this Regulation, The Metropolitan Toronto School Board and the boards of education as provided in section 118 of *The Municipality of Metropolitan Toronto Act* shall be deemed to be a divisional board of education and the area municipalities as provided in section 1 of that Act shall be deemed to be one urban municipality. O. Reg. 92/70, s. 5.

6.—(1) The general legislative grants payable under this Regulation shall be calculated for a board of education as though the board were a public school board and a secondary school board.

(2) The grant payable in respect of a public or separate school board with the exception of the grant provided under Part 7 shall be applied to such elementary school purposes as the public or separate school board deems expedient.

(3) The grant payable in respect of a secondary school board with the exception of the grant provided under section 16 and Part 7 shall be applied to such secondary school purposes as the secondary school board deems expedient. O. Reg. 92/70, s. 6.

#### CONTINGENCIES OF GRANTS

7.—(1) Where a board does not comply with the Acts administered by the Minister or the Regulations thereunder, the Minister may withhold the whole or any part of a grant payable until the board has taken the action necessary to correct the condition that caused the grant to be withheld.

(2) Where the grant payable under this Regulation is for any reason overpaid, the board shall refund the amount of the overpayment to the Province of Ontario.

(3) Where the grant payable under this Regulation is for any reason underpaid, the amount of the underpayment shall be paid to the board.

(4) Where the grant payable to a board under a previous regulation was either overpaid or underpaid, the overpayment or the underpayment, as the case may be, shall be added to or recovered from the grant payable under this Regulation to the board that has jurisdiction over the area of the board for which the adjustment is necessary.

(5) Where the grant payable to a former retarded children's education authority under a previous regulation was either overpaid or underpaid, the overpayment or underpayment, as the case may be, shall be added to or recovered from the grant payable under

this Regulation to the board that operates the school of the former authority. O. Reg. 92/70, s. 7.

8.—(1) The grant payable under this Regulation shall be paid in the number of instalments and at the times designated by the Minister.

(2) Where in any year the amount voted by the Legislature for the grants under this Regulation is insufficient or more than sufficient to pay the grants in full, the Minister may make a *pro rata* reduction or increase, as the case may be. O. Reg. 92/70, s. 8.

#### PART 1

##### GRANTS FOR ORDINARY EXPENDITURE

9. In this Part, financial data exclude revenue and expenditure on behalf of classes or schools for trainable retarded children. O. Reg. 92/70, s. 9.

##### RATE OF GRANT

10. The percentage rate of grant for a board shall be the excess, correct to two places of decimals, of 100 over the product of 58 and the quotient obtained by dividing the board's assessment per weighted pupil,

- (a) in the case of an elementary school board, by \$34,000; or
- (b) in the case of a secondary school board, by \$83,000,

but the percentage rate shall not be less than zero. O. Reg. 92/70, s. 10.

##### AMOUNT OF GRANT

11.—(1) Subject to subsection 2, a board shall be paid a grant at its percentage rate of its total revenue fund expenditure less,

- (a) expenditure for,
  - (i) transportation of pupils to and from school,
  - (ii) board, lodging, and weekly transportation,
  - (iii) capital appurtenances,
  - (iv) debt charges,
  - (v) the pupil accommodation charge included in tuition fees payable to another board, and
  - (vi) tax adjustments; and
- (b) revenue fund revenue from sources other than from,

- (i) general legislative grants,
- (ii) taxes, including subscriptions in lieu of taxes and trailer fees,
- (iii) the pupil accommodation charge included in fees receivable from another board, from the Minister, or from Canada,
- (iv) disposal of capital appurtenances, and
- (v) insurance proceeds in respect of capital appurtenances,

that is not in excess of the product of the average daily enrolment of resident-internal and resident-external pupils, adjusted by the application of the appropriate weighting factors, and

(c) in the case of an elementary school pupil \$450; or

(d) in the case of a secondary school pupil \$700.

(2) Subject to subsection 3, the grant provided by subsection 1 shall be paid on an estimated basis during the year in which the expenditure is incurred by the use of the estimated expenditure for the current year that is not in excess of the product of the enrolment of resident-internal and resident-external pupils, adjusted by the application of the appropriate weighting factors, on the last school day of September of the preceeding year, and

(a) in the case of an elementary school pupil, \$450; or

(b) in the case of a secondary school pupil, \$700.

with such adjustment as may be required when the actual financial data and average daily enrolment, adjusted by the appropriate weighting factors, are available for the year in which the expenditure was incurred.

(3) Where a board operates a summer school course in the current year, the enrolment on the last school-day of September of the preceding year shall, for the purposes of subsection 2, be increased by the quotient obtained by dividing the number determined with reference to subclause ii of clause i of section 1 in respect of the summer school course by 200. O. Reg. 92/70, s. 11.

## PART 2

### GRANTS FOR EXTRAORDINARY EXPENDITURE

12. In this Part, financial data exclude revenue and expenditure on behalf of classes or schools for trainable retarded children. O. Reg. 92/70, s. 12.

### AMOUNT OF GRANT

13.—(1) Subject to subsection 2, a board shall be paid an Extraordinary Expenditure Grant that is the excess of,

(a) the recognized extraordinary expenditure, over,

(b) the sum calculated at the extraordinary expenditure mill rate in the dollar upon the assessment.

(2) The grant provided by subsection 1 shall be paid on an estimated basis during the year in which the expenditure is incurred by the use of the estimated recognized extraordinary expenditure for the current year with such adjustment as may be required when the actual financial data are available. O. Reg. 92/70, s. 13.

14.—(1) In respect of a board that was in existence in 1968, there shall be calculated a grant that is the product of,

(a) the quotient obtained by dividing the Extraordinary Expenditure Grant receivable for 1968, excluding the portion that was calculated by use of a percentage rate that was in excess of the effective rate applicable to recognized extraordinary expenditure, by the recognized extraordinary expenditure used in the calculating of the 1968 grant, and

(b) the capital expenditure from the revenue fund in 1968 approved by the Minister for grant purposes, adjusted by the resident pupil factor used in the calculation of the 1968 grant.

(2) The grant provided by subsection 1 shall be paid, as the case may be, to

(a) the board that continues in existence in 1969; or

(b) the board that assumes jurisdiction in 1969 over the area of the board that was dissolved; or

(c) the boards that assume jurisdiction in 1969 over the area of the board that was dissolved, in the ratio that their component municipalities were responsible in the year 1968 for the requisition of the board that was dissolved. O. Reg. 92/70, s. 14.

15. The grant arising from a commitment made to a former board in a territorial district regarding assistance for the acquisition of class room accommodation following the enlargement of its area or an agreement to provide education for a board that had



ceased to operate its schools shall be calculated under the provisions of the regulation in existence for the year in which the commitment was made and be paid to the board that assumes jurisdiction in 1969 over the area of the board to which the commitment was made. O. Reg. 92/70, s. 15.

### PART 3

#### SPECIAL GRANTS IN TERRITORIAL DISTRICTS

16. A divisional board in a territorial district whose area of jurisdiction includes territory that, immediately prior to the 1st day of January, 1969, did not form part of a secondary school district shall be paid a grant of 67 per cent of the amount that the secondary school ratepayers of such territory would be required to raise under sections 32 and 34 of *The Secondary Schools and Boards of Education Act* if this section did not apply and the grant under this section shall be applied by the board to reduce the requisition from such territory. O. Reg. 92/70, s. 16.

### PART 4

#### GRANTS FOR TRAINABLE RETARDED CHILDREN

17. In this Part, financial data include revenue and expenditure on behalf of trainable retarded children only. O. Reg. 92/70, s. 17.

18.—(1) Subject to subsections 2 and 3, a board that operates classes or schools for trainable retarded children or pays fees to another board for the education of such children shall be paid,

- (a) for ordinary expenditure approved by the Minister, a grant calculated by applying the rate that is the greater of,

(i) 80 per cent, and

(ii) the rate as set forth in section 10,

to the amount that is the revenue fund expenditure for the current year reduced by,

(iii) expenditure for,

- a. transportation of pupils to and from school,
- b. board, lodging and weekly transportation,
- c. capital appurtenances,
- d. debt charges,
- e. the pupil accommodation charge included in tuition fees payable to another board, and

(iv) revenue fund revenue from tuition fees receivable other than the pupil

accommodation charge included therein; and

- (b) for extraordinary expenditure approved by the Minister, a grant calculated by applying the rate that is the greater of,

(i) 50 per cent, and

(ii) the effective rate, correct to two places of decimals, determined by multiplying the grant provided under section 13 by 100 and dividing that product by the recognized extraordinary expenditure,

to the amount that is the sum of,

- a. expenditure in the current year for capital appurtenances,
  - b. expenditure in the current year for transportation of pupils to and from school except where the parent or guardian contributes, other than by taxation, to the cost of transportation,
  - c. the portion of the expenditure for board, lodging and transportation to school and return once each week in the current year in respect of a pupil that is not in excess of \$4.50 for each day of attendance as certified by the principal of the school that the pupil attends, and
  - d. the product of the pupil accommodation charge and the average daily enrolment of trainable retarded pupils whose fees are payable in the current year by the board,
- less,
- e. the pupil accommodation charge included in fees receivable from another board, from the Minister or from Canada.

(2) The grant provided by subsection 1 shall be paid on an estimated basis during the year in which the expenditure is incurred by the use of estimated expenditure with such adjustment as may be required when the actual financial data are available.

(3) For purposes of the grant payable for the year 1969 under subsection 1, the percentage rate applica-



ble to expenditures for transportation of pupils to and from school and to expenditures for board, lodging and transportation to school and return once each week shall be not less than 80. O. Reg. 92/70, s. 18.

## PART 5

### BOARDS ON TAX EXEMPT LAND

19.—(1) In the case of a board appointed under subsection 1 of section 12 of *The Public Schools Act*, or under subsection 1 of section 4 or subsection 2 of section 4 of *The Secondary Schools and Boards of Education Act*, "cost of operating" means the total expenditure from the revenue fund during the current year for the operation of a school under the jurisdiction of the Board, expenditures for transportation approved by the Minister for grant purposes, expenditures for tuition fees to another board and approved expenditures for board, lodging, and weekly transportation, less capital expenditures, expenditures for rent and less revenue from sources other than from the organization for which the board was established, from general legislative grants and refunds of expenditure no part of which is eligible for grant.

(2) The board so appointed shall be paid a grant of 50 per cent of the cost of operating as defined in subsection 1, but, where the board operates a school in a sanatorium, a hospital or a centre for the treatment of cerebral palsy, the grant in respect of such school shall be 80 per cent of the expenditure for instructional salaries, 80 per cent of the expenditure for transportation approved by the Minister and 50 per cent of the excess of the cost of operating over the sum of the expenditures for instructional salaries and for transportation approved by the Minister.

(3) The grant provided by subsection 2 shall be paid on an estimated basis during the year in which the expenditure is incurred, and such adjustments as may be necessary shall be made when the actual financial data are available. O. Reg. 92/70, s. 19.

## PART 6

### ADJUSTMENT OF 1968 ENROLMENT GROWTH GRANT

20.—(1) In this Part,

- (a) "average daily enrolment" means the average daily enrolment of resident-internal pupils and resident-external pupils;
- (b) "board" does not include a board whose grant was calculated in 1968 under the special provisions for newly established boards or a board that was established under the provisions of subsection 1 of section 12 of *The Public Schools Act* or under subsection 1 of section 4 or subsection 2 of section 4 of *The Secondary Schools and Boards of Education Act*.

(2) Where the excess of the 1968 average daily enrolment over the 1967 average daily enrolment was less than,

- (a) 30 for an elementary school board where the 1967 average daily enrolment was under 600;
- (b) 5 per cent of the 1967 average daily enrolment for an elementary school board where the 1967 average daily enrolment was 600 or more; or
- (c) 10 per cent of the 1967 average daily enrolment for a secondary school board,

the amount of the Enrolment Growth Grant paid for 1968 shall be recovered from the general legislative grant payable on behalf of the board in 1969.

(3) Where the excess of the 1968 average daily enrolment over the 1967 average daily enrolment was,

- (a) 30 or more for an elementary school board where the 1967 average daily enrolment was under 600;
- (b) 5 or more per cent of the 1967 average daily enrolment for an elementary school board where the 1967 average daily enrolment was 600 or more; or
- (c) 10 or more per cent of the 1967 average daily enrolment for a secondary school board where the 1967 average daily enrolment was 400 or more,

and where there was a difference between the average daily enrolment for 1968 and that estimated for 1968, the overpayment or underpayment, as the case may be, of the Enrolment Growth Grant paid in 1968 shall be added to or recovered from the general legislative grant payable on behalf of the board in 1969. O. Reg. 92/70, s. 20.

## PART 7

### EDUCATION MILL RATE SUBSIDY

21.—(1) In this Part,

- (a) "applicable expenditure" means, subject to subsections 2 and 3, total revenue fund expenditure less,
  - (i) expenditure for,
    - a. trainable retarded pupils,
    - b. evening courses of study,
    - c. summer schools,

- d. board's share of Canada Pension Plan contributions for its teaching employees,
- e. tax adjustments,
- f. a provision for a reserve fund, and
- g. a provision for a reserve for working funds, and
- (ii) revenue fund revenue from sources other than from,
  - a. general legislative grants,
  - b. reimbursement for board's share of Canada Pension Plan contributions for its teaching employees,
  - c. taxes including subscriptions in lieu of taxes and trailer fees,
  - d. tuition fees for trainable retarded pupils,
  - e. tuition fees for evening courses of study,
  - f. tuition fees for summer schools,
  - g. transfers from other funds, and
  - h. transfers from provisions for working funds;
- (b) "assessment" means the assessment of the rateable property from which a board receives support in a municipality or a part thereof;
- (c) "average daily enrolment" means the average daily enrolment of resident-internal pupils and resident-external pupils exclusive of the average daily enrolment of pupils enrolled in evening courses of study, in summer schools or in classes or schools for trainable retarded children;
- (d) "mill rate for 1967" or "mill rate for 1968" means, in a municipality or a part thereof, the mill rate for school purposes fixed in the year 1967, or in the year 1968, as the case may be;
- (e) "municipality" includes territory without municipal organization that is deemed a district municipality as provided in subsection 4 of section 27 of *The Secondary Schools and Boards of Education Act* and in

subsection 3 of section 80 of *The Separate Schools Act*;

- (f) "1969 pre-subsidy mill rate" means the rate required to provide the municipality's share of the board's 1969 total estimated revenue fund expenditure less the sum of,
  - (i) the excess of the estimated 1969 applicable expenditure over 115 per cent of the product of the estimated 1969 average daily enrolment and the quotient obtained by dividing the 1968 applicable expenditure by the 1968 average daily enrolment,
  - (ii) estimated revenue fund expenditure for,
    - a. a provision for a reserve fund,
    - b. a provision for a reserve for working funds, and
    - c. a provision for a deficit of any previous year, and
  - (iii) estimated revenue fund revenue from all sources other than estimated revenue from,
    - a. transfer from other funds,
    - b. transfer from a reserve for working funds,
    - c. allowance made for a surplus of any preceding year, and
    - d. taxes levied on taxable assessment,
- except that, where the municipality has revenue resulting from mining revenue payment on behalf of the board, its share of the board's requisition is to be reduced by such revenue;
- (g) "population" means the population as determined by reference to the municipal census taken in 1968;
- (h) "provincial equalizing factor for 1967" means the factor applicable to the assessment upon which taxes were levied in 1967;
- (i) "provincial equalizing factor for 1968" means the factor applicable to the assessment upon which taxes were levied in 1968;
- (j) "provincial equalizing factor for 1969" means the factor applicable to the assessment upon which taxes were levied in 1968 except that, where the general level of assess-



ment on the roll prepared in 1968 was higher than on the roll prepared in 1967, the factor is to be the greater of,

- (i) the factor applicable to the assessment roll upon which taxes will be levied in 1969, and
- (ii) the factor applicable to the assessment upon which taxes were levied in 1968 multiplied by the total taxable assessment made in 1968 and divided by the sum of,

- a. the total taxable assessment made in 1967, and
- b. the taxable assessment made in 1968 under section 43 of *The Assessment Act*;

(k) "total taxable assessment" means the assessment of all the rateable property in a municipality.

(2) Revenue fund revenue and revenue fund expenditure in clause *a* of subsection 1 do not include surpluses and deficits.

(3) Applicable expenditure and the revenue fund expenditure used in determining the 1969 presubsidy mill rate under clause *f* of subsection 1 shall be subject to the approval of the Minister. O. Reg. 92/70, s. 21.

22.—(1) A board shall, subject to subsection 2, be paid on behalf of each municipality, all or part of which is included in its jurisdiction, other than an area municipality having a population of 60,000 or more as defined in *The Municipality of Metropolitan Toronto Act* or in *The Regional Municipality of Ottawa-Carleton Act*, or other than a defined city as defined in section 27 of *The Secondary Schools and Boards of Education Act*, a grant calculated at the mill rate that is the excess of the 1969 presubsidy mill rate over the mill rate that is the sum of,

- (a) the quotient obtained by dividing 100 by the provincial equalizing factor for 1968; and
- (b) the lesser of,
  - (i) the greater of,
    - a. the 1967 mill rate, and
    - b. the 1968 mill rate, and
  - (ii) the greater of,
    - a. the 1967 mill rate multiplied by the provincial equalizing factor for 1967 and divided by the provincial equalizing factor for 1968, and
    - b. the 1968 mill rate.

upon the total taxable assessment on which taxes are levied in 1969.

(2) For the purpose of calculating the grant under subsection 1, where the general level of assessment on the roll prepared in 1968 was higher than on the roll prepared in 1967, the 1969 presubsidy mill rate shall be multiplied by, and the total taxable assessment on which taxes are levied in 1969 shall be divided by, the quotient, correct to three places of decimals, obtained by dividing the provincial equalizing factor for 1969, as defined in clause *j* of subsection 1 of section 21, by the provincial equalizing factor for 1968.

(3) The grant payable under this section shall be applied by the board to reduce the levy from the municipality or part thereof on whose behalf it is payable.

(4) For the purpose of calculating the grant, the apportionment of the sums required by a board for 1969 and the mill rates for 1967, 1968 and 1969 shall be subject to the approval of the Minister.

(5) Adjustments in the grant under this Part resulting from an over estimate or an under estimate for 1969 will be made when the actual data are available. O. Reg. 92/70, s. 22.

## PART 8

### LIMITATION OF GRANTS

23. The grant receivable by a board for 1969 provided under Parts 1 and 2 except the grant provided by section 15 shall be not less than 104 per cent of and not greater than 110 per cent of the product of,

- (a) the 1969 average daily enrolment of resident-internal and resident-external pupils other than trainable retarded pupils; and
- (b) the quotient obtained by dividing,
  - (i) the general legislative grant, before adjustment in respect of the 1967 Attendance Growth Grant and after adjustment in 1969 in respect of the 1968 Enrolment Growth Grant, receivable for 1968 on behalf of the area that in 1969 comprises the area of jurisdiction of the board, exclusive of the grant for evening courses of study and lump sum grants in connection with the construction of classroom accommodation under the provisions of either an order-in-council or the special assistance for boards in the territorial districts,

by,



- (ii) the 1968 average daily enrolment of resident-internal and resident-external pupils. O. Reg. 92/70, s. 23.

24. For the purpose of clause *b* of section 23 the general legislative grant receivable for 1968 shall include reimbursement receivable for the year 1968 under the provisions of section 2 or 7 of Regulation 202 of Revised Regulations of Ontario, 1970, in respect of pupils who, in 1968, were non-resident territorial district pupils, and who resided in an area that on the 1st day of January, 1969, is under the jurisdiction of the board. O. Reg. 92/70, s. 24.

25. The grant receivable by a board for 1969 under this Regulation shall be not in excess of its total revenue fund expenditure less revenue fund revenue from all sources except from general legislative grants and taxes. O. Reg. 92/70, s. 25.

## PART 9

### ISOLATE BOARDS

26. A grant payable to an isolate board under this Regulation shall be made only under the provisions of this Part. O. Reg. 92/70, s. 26.

27. In this Part,

- (a) "district municipality" means,

- (i) a district municipality, as defined in clause *c* of subsection 1 of section 27 of *The Secondary Schools and Boards of Education Act*, that is under the jurisdiction of an enlarged board, and

- (ii) part of territory without municipal organization that is deemed a district municipality under subsection 4 of section 27 of *The Secondary Schools and Boards of Education Act* or under subsection 3 of section 80 of *The Separate Schools Act*, and that is under the jurisdiction of an enlarged board;

- (b) "enlarged board" means a divisional board of education or a district combined separate school board;

- (c) "isolate board" means an elementary school board in a territorial district,

- (i) that is not an enlarged board, and

- (ii) that had an enrolment of resident and non-resident pupils on the first school day of January, 1969, of 200 or less;

- (d) "non-district municipality" means an area that is under the jurisdiction of an isolate board and that is not a district municipality;

- (e) "number of classroom units" means the sum of,

- (i) for each school in which one classroom only was in operation on the first school day of the current year, the greater of,

- a. the quotient, carried to one decimal place with the decimal digit being increased by one for any remainder, obtained by dividing the average daily enrolment of resident-internal pupils at the school by 30, and

- b. the excess of the product of .1 and the number of months during which the board operates the school, over the quotient, carried to one decimal place, obtained by dividing the average daily enrolment of non-resident pupils at the school by 30,

- (ii) for each school in which two classrooms were in operation on the first school day of the current year, the greater of,

- a. the quotient, carried to one decimal place with the decimal digit being increased by one for any remainder, obtained by dividing the average daily enrolment of resident-internal pupils at the school by 30, and

- b. the lesser of,

- I. the number of classrooms in operation at the school on the first school day of the current year less the quotient, carried to one decimal place, obtained by dividing the average daily enrolment of non-resident pupils at the school by 30, and

- II. the quotient, carried to one decimal place with the decimal digit being increased by one

for any remainder, obtained by dividing the average daily enrolment of resident-internal pupils at the school by 15,

(iii) for each school in which three or more classrooms were in operation on the first school day of the current year, the greater of,

a. the quotient, carried to one decimal place with the decimal digit being increased by one for any remainder, obtained by dividing the average daily enrolment of resident-internal pupils at the school by 30, and

b. the lesser of,

I. the number of classrooms in operation at the school on the first school day of the current year, less the quotient, carried to one decimal place obtained by dividing the average daily enrolment of non-resident pupils at the school by 30, and

II. the quotient, carried to one decimal place with the decimal digit being increased by one for any remainder, obtained by dividing the average daily enrolment of resident-internal pupils at the school by 25, and

(iv) the quotient, carried to one decimal place with the decimal digit being increased by one for any remainder, obtained by dividing the average daily enrolment of resident-external pupils by 30;

(f) "resident pupil load" means the product of the number of classroom units and 30.  
O. Reg. 92/70, s. 27.

**28.** An isolate board shall be paid a grant equal to the greater of,

(a) the amount determined under,

(i) Parts 1 and 2 as adjusted by section 23, and

(ii) Parts 6 and 7; and

(b) the amount that is the excess of,

(i) the sum of,

a. the portion, approved by the Minister, of the total revenue fund expenditure of the board in 1969 less the expenditure and revenue set forth in clauses *a* and *b* respectively of subsection 1 of section 11, that is not in excess of the product of the resident pupil load and \$495, and

b. the expenditures, acceptable to the Minister for grant purposes, in respect of the items set forth in subclauses i, ii, iii, iv and v of clause *a* of subsection 1 of section 11, less the portion of the revenue designated by the Minister as deductible for grant purposes set forth in subclauses iii, iv and v of clause *b* of subsection 1 of section 11,

over

(ii) the sum of the products of,

a. the quotient obtained by dividing the assessment from which the board receives support in 1969 by 1,000, and

b. the greater of,

I. 7, and

II. the number representing the mill rate on equalized assessment for public or separate school purposes, as the case may be, for the enlarged board in the district municipality, for each district municipality or part thereof and for each non-district municipality under the jurisdiction of the isolate board.  
O. Reg. 92/70, s. 28.

#### PART 10

**29.** The grants made under this Regulation, excepting the grant under section 14, are based on expenditures made by boards in the year 1969. O. Reg. 92/70, s. 29.



## REGULATION 195

### under The Department of Education Act

#### GRANTS FOR NON-PROFIT CAMPS

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "camper" means a resident of Ontario under eighteen years of age on the 31st day of May in the current year in attendance at a camp for at least six consecutive nights, but does not include a person employed therein;
- (b) "non-profit program of camping" means an organized program of camping activities planned and conducted according to recognized and accepted principles of camping at a camp,
  - (i) by a non-profit organization using accommodation, equipment and facilities suitable for such a program,
  - (ii) as a service to the community during one or more months from June to September, both inclusive, and
  - (iii) where the average of the fees for campers, including free campers, is not more than \$3 a day. O. Reg. 175/64, s. 1; O. Reg. 158/66, s. 1.

#### GRANTS

2. Where an organization conducts a non-profit program of camping at a camp licensed under *The Public Health Act* and the Minister approves the content of the program and the accommodation, equipment and facilities for conducting the program, the organization shall be paid a grant of,

- (a) 90 cents for each camper remaining in camp for 6, 7 or 8 consecutive nights;
- (b) \$1.25 for each camper remaining in camp for 9, 10, 11 or 12 consecutive nights; and
- (c) \$2.00 for each camper remaining in camp for 13 or more consecutive nights,

but the aggregate grant paid to the organization shall not exceed \$3,200. O. Reg. 175/64, s. 2; O. Reg. 158/66, s. 2.

#### INCREASE OR REDUCTION IN GRANTS

3. Where in any year the amount voted by the Legislature for the grants under this Regulation is,

- (a) more than sufficient to pay the grants in full; or
- (b) insufficient to pay the grants in full,

the Minister may make a *pro rata* increase or reduction, as the case may be. O. Reg. 175/64, s. 3.



## REGULATION 196

### under The Department of Education Act

#### INTERIM TEACHING CERTIFICATES

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "candidate" means a candidate for a certificate under this Regulation;
- (b) "Deputy Minister" means the Deputy Minister of Education;
- (c) "Registrar" means the Registrar of the Department. R.R.O. 1960, Reg. 88, s. 1.

#### PART I

##### TEACHERS COLLEGES OTHER THAN THE UNIVERSITY OF OTTAWA TEACHERS' COLLEGE, SUDBURY TEACHERS' COLLEGE

2. In this Part, "teachers college" means a teachers' college other than the University of Ottawa Teachers' College or Sudbury Teachers' College. R.R.O. 1960, Reg. 88, s. 2; O. Reg. 76/65, s. 1.

##### INTERIM ELEMENTARY SCHOOL TEACHER'S CERTIFICATE

3. Where, under section 31 of Regulation 207 of Revised Regulations of Ontario, 1970, the principal of a teachers college and the Director of Teacher Education report to the Deputy Minister on behalf of a candidate that he has successfully completed,

- (a) the One-year Course;
- (b) the Two-year Course; or
- (c) the In-service Course,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 1. R.R.O. 1960, Reg. 88, s. 3; O. Reg. 141/62, s. 1; O. Reg. 352/65, s. 2.

#### 4. Where a candidate,

- (a) holds a Permanent Primary School Specialist's Certificate; and
- (b) submits to the Deputy Minister evidence that he has passed the final examinations of the One-year Course at a teachers college,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 1. R.R.O. 1960, Reg. 88, s. 4; O. Reg. 141/62, s. 1.

#### 5. Where a candidate,

- (a) holds a Permanent High School Assistant's Certificate; and
- (b) submits to the Deputy Minister evidence that he has passed the final examinations of the One-year Course at a teachers college,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 1. R.R.O. 1960, Reg. 88, s. 5; O. Reg. 141/62, s. 1.

#### 6.—(1) Where a candidate,

- (a) holds a Permanent Ordinary Vocational Certificate or a Permanent Vocational Certificate; and
- (b) submits to the Deputy Minister evidence that he,
  - (i) holds Grade 13 standing in English composition and English literature and in six additional papers, and
  - (ii) has passed the final examinations of the One-year Course at a teachers college,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 1. R.R.O. 1960, Reg. 88, s. 6 (1); O. Reg. 141/62, s. 1; O. Reg. 76/65, s. 2 (1).

#### (2) Where a candidate,

- (a) has been honourably discharged from active service in Her Majesty's forces in World War I or World War II or in the armed forces of Canada in the five-year period immediately following World War II; and

- (b) submits evidence of Grade 12 standing in English, history, mathematics and science,

he may substitute evidence of six, twelve, eighteen, twenty-four, thirty, thirty-six, forty-two or forty-eight months of active service for evidence of Grade 13 standing in one, two, three, four, five, six, seven or eight, respectively, of the papers specified in

subclause i of clause b of subsection 1. R.R.O. 1960, Reg. 88, s. 6 (2); O. Reg. 76/65, s. 2 (2).

**7.—(1) Where a candidate,**

(a) holds,

(i) an Interim Kindergarten Director's Certificate or an Interim Kindergarten-Primary Certificate obtained through one year of attendance at a Normal School in Ontario, and

(ii) Grade 13 standing in English composition and English literature and in three additional papers; and

(b) submits to the Deputy Minister evidence that he has passed the final examinations of the One-year Course at a teachers college,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 1. R.R.O. 1960, Reg. 88, s. 7 (1); O. Reg. 141/62, s. 2.

(2) A candidate may substitute evidence of three years of successful teaching experience in an elementary school on a certificate valid in Ontario, certified by the inspector concerned, for Grade 13 standing in each paper specified in subclause ii of clause a of subsection 1. R.R.O. 1960, Reg. 88, s. 7 (2).

(3) A candidate who holds an honourable discharge from active service in Her Majesty's forces in World War I or World War II or in the armed forces of Canada in the five-year period immediately following World War II may substitute evidence of six, twelve, eighteen, twenty-four or thirty months of active service for Grade 13 standing in one, two, three, four or five, respectively, of the papers specified in subclause ii of clause a of subsection 1. R.R.O. 1960, Reg. 88, s. 7 (3); O. Reg. 76/65, s. 3.

CHANGING A LETTER OF STANDING TO AN  
INTERIM ELEMENTARY SCHOOL TEACHER'S  
CERTIFICATE

**8. Where a candidate,**

(a) has been granted a Letter of Standing under section 11;

(b) submits to the Deputy Minister evidence of at least ten months of successful teaching experience on the Letter of Standing in an elementary school, certified by the inspector concerned; and

(c) is recommended by the inspector concerned,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 1. R.R.O. 1960, Reg. 88, s. 8; O. Reg. 141/62, s. 3.

INTERIM PRIMARY SCHOOL SPECIALIST'S  
CERTIFICATE

**9. Where, under section 32 of Regulation 207 of Revised Regulations of Ontario, 1970, the principal of a teachers college and the Director of Teacher Education report to the Deputy Minister on behalf of a candidate that he has successfully completed the Primary School Specialist's Certificate Course, the Minister shall grant him an Interim Primary School Specialist's Certificate in Form 2. R.R.O. 1960, Reg. 88, s. 9; O. Reg. 352/65, s. 3.**

GENERAL REQUIREMENTS  
FOR LETTERS OF STANDING

**10.—(1) An applicant for a Letter of Standing under this Part shall submit to the Deputy Minister,**

(a) an application in Form 3;

(b) a certificate of birth or baptism, or proof of age in Form 4;

(c) the name and address of his most recent inspector or his most recent employer; and

(d) in the case of an applicant who was born outside Canada, evidence that he is a Canadian citizen, or a landed immigrant. R.R.O. 1960, Reg. 88, s. 10 (1), *amended*.

(2) A Letter of Standing shall not be granted under this Part until;

(a) the applicant has provided the Minister with,

(i) a certificate from a legally qualified medical practitioner,

(ii) proof of a negative x-ray, or

(iii) proof of a negative tuberculin test,

certifying that he does not have active tuberculosis;

(b) the Registrar has obtained evidence that the candidate's teaching certificate has not been suspended or cancelled by the issuing authority; and

(c) the Letter of Standing has been recommended by the Director of Teacher Education. R.R.O. 1960, Reg. 88, s. 10 (2); O. Reg. 76/65, s. 4; O. Reg. 352/65, s. 4, *revised*.



LETTER OF STANDING EQUIVALENT TO AN INTERIM  
ELEMENTARY SCHOOL TEACHER'S CERTIFICATE

11.—(1) Where a teacher who has successfully completed at least one year of professional training in a teacher training school in the Commonwealth of Nations or in the United States of America in a course exclusively professional in nature and including practice teaching in the elementary school grades,

(a) holds,

- (i) a university degree in a course approved for the purpose by the Minister,
- (ii) the Higher School Certificate of a British university with five subjects, where at least two of the subjects are at principal level and the others are at either principal or credit level,
- (iii) the General Certificate of Education with five subjects, including English, where at least two of the subjects are at advanced level and the others are at either ordinary or advanced level, or
- (iv) standing that the Minister considers equivalent to the standing in sub-clause i, ii or iii;

(b) complies with the requirements of section 10; and

(c) submits to the Deputy Minister,

- (i) evidence of a degree or certificate specified in clause a, and
- (ii) evidence of his teacher training course,

the Minister shall, upon the recommendation of the Director of Teacher Education, grant him a Letter of Standing in Form 5. R.R.O. 1960, Reg. 88, s. 11 (1); O. Reg. 76/65, s. 5 (1); O. Reg. 352/65, s. 5, *revised*.

(2) A teacher who has successfully completed at least two years of professional training in a teacher training school in the Commonwealth of Nations or in the United States of America in a course exclusively professional in nature and including practice teaching in the elementary school grades may substitute for the requirement in clause a of subsection 1 the School Certificate of a British university with credit standing in at least five subjects or the General Certificate of Education with ordinary level standing in at least five subjects or an equivalent certificate. O. Reg. 76/65, s. 5 (2).

(3) A teacher who has successfully attended an emergency teacher training course in the United Kingdom for at least one year may substitute evidence of such attendance for the requirement in clause a of subsection 1. R.R.O. 1960, Reg. 88, s. 11 (3).

(4) Where a candidate has been honourably discharged from active service in Her Majesty's forces in World War I or World War II or in the armed forces of Canada in the five-year period immediately following World War II and holds academic standing that the Minister considers equivalent to Grade 12 standing in English, history, mathematics and science, he may substitute evidence of the active service for all or part of the requirement in clause a of subsection 1, in the manner provided in subsection 3 of section 7. R.R.O. 1960, Reg. 88, s. 11 (4); O. Reg. 76/65, s. 5 (3), *revised*.

LETTER OF STANDING EQUIVALENT TO AN  
INTERIM SECOND CLASS CERTIFICATE

12. Subject to subsections 2 and 3 of section 11, where a teacher,

(a) has had at least one year of professional training in a teacher training school in the Commonwealth of Nations or in the United States of America in a course exclusively professional in nature and including practice teaching in the elementary school grades;

(b) holds standing that the Minister considers equivalent to the Secondary School Graduation Diploma of the General Course with at least three options;

(c) complies with the requirements of section 10; and

(d) submits to the Deputy Minister,

- (i) evidence of his teacher training course, or
- (ii) evidence of the standing specified in clause b,

the Minister shall, upon the recommendation of the Director of Teacher Education, grant him a Letter of Standing in Form 6. R.R.O. 1960, Reg. 88, s. 12; O. Reg. 352/65, s. 6, *revised*.

RAISING A SECOND CLASS CERTIFICATE TO AN  
INTERIM ELEMENTARY SCHOOL TEACHER'S  
CERTIFICATE

13.—(1) Where a candidate,

(a) who holds an Interim Second Class Certificate in Form 7, issued before the 1st day of September, 1953; or



- (b) who was issued an Interim Second Class Certificate before the 1st day of September, 1953, and who holds a Permanent Second Class Certificate in Form 3 of Regulation 199 of Revised Regulations of Ontario, 1970,

submits to the Deputy Minister,

- (c) his Interim or Permanent Second Class Certificate referred to in this subsection; and
- (d) evidence of Grade 13 standing in five papers,

the Minister shall grant him an Interim Elementary-School Teacher's Certificate, Standard 1 in Form 1. O. Reg. 76/65, s. 6 (1).

- (2) Where a candidate,

- (a) who holds an Interim Second Class Certificate in Form 7, issued subsequent to the 1st day of September, 1953; or
- (b) who was issued an Interim Second Class Certificate subsequent to the 1st day of September, 1953, and who holds a Permanent Second Class Certificate in Form 3 of Regulation 199 of Revised Regulations of Ontario, 1970,

submits to the Deputy Minister,

- (c) his Interim or Permanent Second Class Certificate referred to in this subsection; and
- (d) evidence of Grade 13 standing in English composition and English literature and in six additional papers,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 1. O. Reg. 76/65, s. 6 (2).

(3) A candidate under subsection 1 may substitute evidence of three years of successful teaching experience in an elementary school on a certificate valid in Ontario, certified by the inspector concerned, for Grade 13 standing in each paper specified in clause *d* of subsection 1. O. Reg. 76/65, s. 6 (3).

(4) A candidate under subsection 1 who has been honourably discharged from active service in Her Majesty's forces in World War I or World War II or in the armed forces of Canada in the five-year period immediately following World War II may substitute evidence of six, twelve, eighteen, twenty-four or thirty months of such active service for Grade 13 standing in one, two, three, four or five, respectively, of the papers specified in clause *d* of subsection 1. O. Reg. 76/65, s. 6 (3).

(5) A candidate under subsection 2 may substitute evidence of three years of successful teaching experience in an elementary school on a certificate valid in Ontario, certified by the inspector concerned, for Grade 13 standing in each paper specified in clause *d* of subsection 2. O. Reg. 76/65, s. 6 (3).

(6) A candidate under subsection 2 who has been honourably discharged from active service in Her Majesty's forces in World War I or World War II or in the armed forces of Canada in the five-year period immediately following World War II may substitute evidence of six, twelve, eighteen, twenty-four, thirty, thirty-six, forty-two or forty-eight months of such active service for Grade 13 standing in one, two, three, four, five, six, seven or eight, respectively, of the papers specified in clause *d* of subsection 2. O. Reg. 76/65, s. 6 (3).

- (7) Where a candidate who holds,

- (a) a certificate as a teacher, valid in an educational system outside Ontario; and
- (b) an Interim Second Class Certificate granted under section 15,

submits to the Deputy Minister,

- (c) his teaching certificates mentioned in clauses *a* and *b*; and
- (d) evidence of Grade 13 standing in English Composition and English Literature and in six additional papers,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 1. R.R.O. 1960, Reg. 88, s. 13 (7); O. Reg. 145/61, s. 1; O. Reg. 141/62, s. 4 (3).

(8) A candidate under subsection 7 may substitute evidence of three years of successful teaching experience in an elementary school on a certificate valid in Ontario, certified by the inspector concerned, for Grade 13 standing in each paper specified in clause *d* of subsection 7. R.R.O. 1960, Reg. 88, s. 13 (8).

#### RAISING A THIRD CLASS CERTIFICATE TO AN INTERIM SECOND CLASS CERTIFICATE

- 14. Where a candidate,

- (a) has been granted a Third Class Certificate;
- (b) holds certificates,
  - (i) of Grade 12 standing in English or of Grade 13 standing in English composition and English literature,
  - (ii) of Grade 12 standing in history or of Grade 13 standing in history,

- (iii) of Grade 12 standing in mathematics or of Grade 13 standing in one of algebra, geometry, trigonometry and statics, and

- (iv) of Grade 12 standing in science or of Grade 13 standing in one of physics, chemistry, botany, zoology; and

- (c) submits to the Deputy Minister evidence that he has passed the final examinations of the One-year Course at a teachers college,

the Minister shall grant him an Interim Second Class Certificate in Form 7. R.R.O. 1960, Reg. 88, s. 14.

#### CHANGING A LETTER OF STANDING TO AN INTERIM SECOND CLASS CERTIFICATE

##### 15. Where a candidate,

- (a) has been granted a Letter of Standing in Form 6;
- (b) submits to the Deputy Minister evidence of at least ten months of successful teaching experience on the Letter of Standing, in an elementary school, certified by the inspector concerned; and
- (c) is recommended by the inspector concerned,

the Minister shall grant him an Interim Second Class Certificate in Form 7. R.R.O. 1960, Reg. 88, s. 15.

#### FAILURES AT TEACHERS COLLEGE

16. Where a candidate who fails to qualify for an Interim Elementary School Teacher's Certificate, Standard 1, under section 3,

- (a) has obtained at least 600 marks in practice teaching; and
- (b) has failed in the final examination in not more than one subject,

the Minister shall grant him a letter of provisional standing as an elementary school teacher in Form 9. R.R.O. 1960, Reg. 88, s. 17; O. Reg. 141/62, s. 5.

17. Where a candidate who has been granted a letter of provisional standing as an elementary school teacher in Form 8 submits to the Deputy Minister evidence that he has passed the final examination of the course concerned at a teachers college in the subject in which he failed previously, the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 1. R.R.O. 1960, Reg. 88, s. 18; O. Reg. 141/62, s. 5.

18. Where a candidate who fails to qualify for an Interim Elementary School Teacher's Certificate, Standard 1, under section 3,

- (a) has obtained at least 600 marks in practice teaching; and
- (b) has failed in the final examinations in two subjects,

submits to the Deputy Minister evidence that he has passed the final examinations of the course concerned at a teachers college in the two subjects in which he previously failed, the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 1. R.R.O. 1960, Reg. 88, s. 19; O. Reg. 141/62, s. 5.

#### PROCEEDING FROM ONE INTERIM ELEMENTARY SCHOOL TEACHER'S CERTIFICATE TO ANOTHER

19. Where a candidate submits to the Deputy Minister,

- (a) his Permanent Elementary School Teacher's Certificate in Form 10 of Regulation 199 of Revised Regulations of Ontario, 1970; and
- (b) evidence that he has passed the final examinations of the One-year Course in English I, English II and science at a teachers college,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1 in Form 1. O. Reg. 141/62, s. 7 (1); O. Reg. 76/65, s. 8, *amended*.

#### PROCEEDING FROM A DEFERRED INTERIM ELEMENTARY SCHOOL TEACHER'S CERTIFICATE TO AN INTERIM SECOND CLASS CERTIFICATE

20. Where a candidate who has been granted a Deferred Interim Elementary School Teacher's Certificate submits to the Deputy Minister evidence that he has passed the final examinations of the One-year Course in English I, English II and science at a teachers college, the Minister shall grant him an Interim Second Class Certificate in Form 7. R.R.O. 1960, Reg. 88, s. 23; O. Reg. 76/65, s. 9. *amended*.

#### PROCEEDING FROM ONE INTERIM SECOND CLASS CERTIFICATE TO ANOTHER

21. Where a candidate submits to the Deputy Minister,

- (a) his Permanent Second Class Certificate in Form 5 of Regulation 199 of Revised Regulations of Ontario, 1970; and
- (b) evidence that he has passed the final examinations of the One-year Course in English I, English II and science at a teachers college,



the Minister shall grant him an Interim Second Class Certificate in Form 7. O. Reg. 141/62, s. 8 (1); O. Reg. 76/65, s. 10, *amended*.

**INTERIM ELEMENTARY SCHOOL TEACHER'S  
CERTIFICATE, STANDARD 1, 2, 3 OR 4 (FRENCH ONLY)**

**22.** Where a candidate whose academic and professional training was obtained outside Ontario submits to the Deputy Minister evidence,

- (a) that he is entitled to receive a Letter of Standing in Form 14 under section 32; and
- (b) that he desires to teach only French to English-speaking pupils in an elementary school during the current or the next school year,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard.....

1, 2, 3 or 4

(French Only) in Form 10a. O. Reg. 121/64, s. 1.

**INTERIM SECOND CLASS CERTIFICATE (FRENCH ONLY)**

**23.** Where a candidate whose academic and professional training was obtained outside Ontario submits to the Deputy Minister evidence,

- (a) that he is entitled to receive a Letter of Standing in Form 15 under section 33; and
- (b) that he desires to teach only French to English-speaking pupils in an elementary school during the current or the next school year,

the Minister shall grant him an Interim Second Class Certificate (French Only) in Form 12. O. Reg. 121/64, s. 1.

**24.—(1)** Where a candidate, who,

- (a) holds a Permanent Second Class Certificate valid in the schools where French is a subject of instruction;
- (b) has passed the final examinations of the One-year Course in English I, English II and science at a teachers college; and
- (c) has been granted an Interim Second Class Certificate in Form 7, subsequent to the 1st day of September, 1953,

submits to the Deputy Minister,

- (d) his teaching certificates referred to in clauses a and c;
- (e) evidence of Grade 13 standing in English composition and English literature and in six additional papers,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 1.

(2) A candidate may substitute evidence of three years of successful teaching experience in an elementary school in Ontario on a certificate valid in that school, certified by the inspector concerned, for Grade 13 standing in each paper specified in subclause e of subsection 1. O. Reg. 76/65, s. 11.

**PART II**

**UNIVERSITY OF OTTAWA TEACHERS' COLLEGE  
SUDBURY TEACHERS' COLLEGE**

**INTERIM ELEMENTARY SCHOOL TEACHER'S  
CERTIFICATE**

**25.** Where, under section 31 of Regulation 207 of Revised Regulations of Ontario, 1970, the principal of the University of Ottawa Teachers' College or the Sudbury Teachers' College and the Director of Teacher Education report to the Deputy Minister on behalf of a candidate that he has completed successfully the Elementary School Teacher's Certificate Course, the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 10. R.R.O. 1960, Reg. 88, s. 25; O. Reg. 141/62, s. 9; O. Reg. 76/65, s. 13; O. Reg. 352/65, s. 7.

**CHANGING A LETTER OF STANDING TO AN  
INTERIM ELEMENTARY SCHOOL TEACHER'S  
CERTIFICATE**

**26.** Where a candidate,

- (a) has been granted a Letter of Standing under section 32;
- (b) submits to the Deputy Minister evidence of at least ten months of successful teaching experience on the Letter of Standing in an elementary school in which French is a subject of instruction with the approval of the Minister, certified by the inspector concerned; and
- (c) is recommended by the inspector concerned,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 9. R.R.O. 1960, Reg. 88, s. 26; O. Reg. 141/62, s. 9.

**CHANGING A LETTER OF STANDING TO AN  
INTERIM SECOND CLASS CERTIFICATE**

**27.** Where a candidate,

- (a) has been granted a Letter of Standing under section 33;



- (b) submits to the Deputy Minister evidence of at least ten months of successful teaching experience on the Letter of Standing in an elementary school in which French is a subject of instruction with the approval of the Minister; and

- (c) is recommended by the inspector concerned,

the Minister shall grant him an Interim Second Class Certificate in Form 11. R.R.O. 1960, Reg. 88, s. 28.

#### INTERIM SECOND CLASS CERTIFICATE

**28.**—(1) Where, under section 31 of Regulation 207 of Revised Regulations of Ontario, 1970, the principal of the University of Ottawa Teachers' College or the Sudbury Teachers' College and the Director of Teacher Education report to the Deputy Minister on behalf of a candidate that he has completed successfully the Second Class Certificate Course, the Minister shall grant him an Interim Second Class Certificate in Form 11. R.R.O. 1960, Reg. 88, s. 29 (1); O. Reg. 76/65, s. 15 (1); O. Reg. 352/65, s. 8 (1).

(2) Where, under section 35 of Regulation 207 of Revised Regulations of Ontario, 1970, the principal of the University of Ottawa Teachers' College or the Sudbury Teachers' College and the Director of Teacher Education report to the Deputy Minister on behalf of a candidate that he has completed successfully the In-service Course, the Minister shall grant him an Interim Second Class Certificate in Form 11. R.R.O. 1960, Reg. 88, s. 29 (2); O. Reg. 76/65, s. 15 (2); O. Reg. 352/65, s. 8 (2).

#### RAISING A DEFERRED INTERIM ELEMENTARY SCHOOL TEACHER'S CERTIFICATE TO AN INTERIM ELEMENTARY SCHOOL TEACHER'S CERTIFICATE

**29.** Where a candidate submits to the Deputy Minister,

- (a) his Deferred Interim Elementary School Teacher's Certificate; and
- (b) evidence that he has complied with the requirements for admission to the Elementary School Teacher's Certificate Course at the time of his submission,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 10. R.R.O. 1960, Reg. 88, s. 30; O. Reg. 141/62, s. 9.

#### RAISING A DEFERRED INTERIM FIRST CLASS CERTIFICATE TO AN INTERIM FIRST CLASS CERTIFICATE

**30.**—(1) Where a candidate submits to the Deputy Minister,

- (a) his Deferred Interim First Class Certificate granted prior to the 1st day of September, 1953; and

- (b) evidence of Grade 13 standing in,

- (i) English composition or English literature,

- (ii) French composition or French literature, and

- (iii) three additional papers,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 10. R.R.O. 1960, Reg. 88, s. 31 (1); O. Reg. 76/65, s. 16 (1).

(2) Where a candidate submits to the Deputy Minister,

- (a) his Deferred Interim First Class Certificate granted subsequent to the 1st day of September, 1953; and

- (b) evidence of Grade 13 standing in,

- (i) English composition or English literature,

- (ii) French composition or French literature, and

- (iii) six additional papers,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 10. R.R.O. 1960, Reg. 88, s. 31 (2); O. Reg. 76/65, s. 16 (2).

#### GENERAL REQUIREMENTS FOR LETTERS OF STANDING

**31.**—(1) An applicant for a Letter of Standing under this Part shall submit to the Deputy Minister,

- (a) an application in Form 3;
- (b) a certificate of birth or baptism, or proof of age in Form 4;
- (c) the name and address of his most recent inspector or his most recent employer; and
- (d) in the case of an applicant who was born outside Canada, evidence that he is a Canadian citizen or a landed immigrant. R.R.O. 1960, Reg. 88, s. 32 (1), *amended*.

(2) A Letter of Standing shall not be granted under this Part until,

- (a) the applicant has provided the Minister with,
  - (i) a certificate from a legally qualified medical practitioner,
  - (ii) proof of a negative x-ray, or
  - (iii) proof of a negative tuberculin test,
 certifying that he does not have active tuberculosis;
- (b) the Registrar has obtained evidence that the candidate's teaching certificate has not been suspended or cancelled by the issuing authority; and
- (c) the Letter of Standing has been recommended by the Director of Teacher Education. R.R.O. 1960, Reg. 88, s. 32 (2); O. Reg. 76/65, s. 17; O. Reg. 352/65, s. 9.

LETTER OF STANDING EQUIVALENT TO  
AN INTERIM ELEMENTARY SCHOOL TEACHER'S  
CERTIFICATE

**32.** Where a teacher who has successfully completed at least one year of professional training in a teacher training school in the Commonwealth of Nations or in the United States of America in a course exclusively professional in nature and including practice teaching in the elementary school grades,

- (a) holds standing that the Minister considers equivalent to the standing required for admission to the Elementary School Teacher's Certificate Course at the University of Ottawa Teachers' College or the Sudbury Teachers' College;
- (b) complies with the requirements of section 31; and
- (c) submits to the Deputy Minister,
  - (i) evidence of the standing specified in clause a, and
  - (ii) evidence of his teacher training course,

the Minister shall, upon the recommendation of the Director of Teacher Education, grant him a Letter of Standing in Form 13. R.R.O. 1960, Reg. 88, s. 33; O. Reg. 141/62, s. 10; O. Reg. 76/65, s. 18; O. Reg. 352/65, s. 10.

LETTER OF STANDING EQUIVALENT TO  
AN INTERIM SECOND CLASS CERTIFICATE

**33.** Where a teacher,

- (a) has had at least one year of professional training in a teacher training school in the

Commonwealth of Nations or in the United States of America in a course exclusively professional in nature and including practice teaching in the elementary school grades; and

- (b) holds standing that the Minister considers equivalent to the standing required for admission to the Second Class Certificate Course at the University of Ottawa Teachers' College or the Sudbury Teachers' College;
- (c) complies with the requirements of section 31; and
- (d) submits to the Deputy Minister,
  - (i) evidence of his teacher training course, or
  - (ii) evidence of the standing specified in clause b,

the Minister shall, upon the recommendation of the Director of Teacher Education, grant him a Letter of Standing in Form 15. R.R.O. 1960, Reg. 88, s. 34; O. Reg. 76/65, s. 19; O. Reg. 352/65, s. 11.

RAISING A SECOND CLASS CERTIFICATE TO AN  
INTERIM ELEMENTARY SCHOOL TEACHER'S  
CERTIFICATE

**34.—(1)** Where a candidate who obtained his Interim Second Class Certificate prior to the 1st day of September, 1953,

- (a) through one year of attendance at the University of Ottawa Teachers' College; or
- (b) by passing the final examinations of a University of Ottawa Teachers' College course,

submits to the Deputy Minister,

- (c) his Interim or Permanent Second Class Certificate; and
- (d) evidence of Grade 13 standing in,
  - (i) English composition and English literature,
  - (ii) French composition and French literature, and
  - (iii) one additional paper,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 9. R.R.O. 1960, Reg. 88, s. 35 (1); O. Reg. 141/62, s. 11 (1, 2).



(2) A candidate under subsection 1 may substitute evidence of three years of successful teaching experience in an elementary school in which French is a subject of instruction with the approval of the Minister on a certificate valid in Ontario, certified by the inspector concerned, for Grade 13 standing in each paper specified in clause *d* of subsection 1. R.R.O. 1960, Reg. 88, s. 35 (2).

(3) A candidate under subsection 1 who has been honourably discharged from active service in Her Majesty's forces in World War I or World War II or in the armed forces of Canada in the five-year period immediately following World War II may substitute evidence of six, twelve, eighteen, twenty-four or thirty months of such active service for Grade 13 standing in one, two, three, four or five respectively, of the papers specified in clause *d* of subsection 1. O. Reg. 76/65, s. 20 (1); O. Reg. 352/65, s. 12.

(4) Where a candidate who obtained his Interim Second Class Certificate at the University of Ottawa Teachers' College or the Sudbury Teachers' College subsequent to the 1st day of September, 1953,

- (a) through one year of attendance; or
- (b) by successful completion of the In-service Course,

submits to the Deputy Minister,

- (c) his Interim or Permanent Second Class Certificate; and
- (d) evidence of Grade 13 standing in,
  - (i) English composition and English literature,
  - (ii) French composition and French literature, and
  - (iii) four additional papers,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 9. R.R.O. 1960, Reg. 88, s. 35 (4); O. Reg. 141/62, s. 11 (3, 4); O. Reg. 76/65, s. 20 (2).

(5) A candidate under subsection 4 who has been honourably discharged from active service in Her Majesty's forces in World War I or World War II or in the armed forces of Canada in the five-year period immediately following World War II may substitute evidence of six, twelve, eighteen, twenty-four, thirty, thirty-six, forty-two or forty-eight months of such active service for Grade 13 standing in one, two, three, four, five, six, seven or eight, respectively, of the papers specified in clause *d* of subsection 4. O. Reg. 76/65, s. 20 (3).

(6) A candidate under subsection 4 may substitute evidence of three years of successful teaching

experience in an elementary school in which French is a subject of instruction with the approval of the Minister on a certificate valid in Ontario, certified by the inspector concerned, for Grade 13 standing in each paper specified in clause *d* of subsection 4. O. Reg. 76/65, s. 20 (3).

(7) Where a candidate who obtained his Interim Second Class Certificate in Form 11 through attendance at two of the Normal School Summer Sessions held during the years 1944 to 1953, both inclusive, submits to the Deputy Minister,

- (a) his Interim or Permanent Second Class Certificate; and
- (b) evidence of Grade 13 standing in,
  - (i) English composition and English literature,
  - (ii) French composition and French literature, and
  - (iii) one additional paper,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 9. O. Reg. 141/62, s. 11 (5).

(8) A candidate referred to in subsection 7 may substitute evidence of three years of successful teaching experience in an elementary school in which French is a subject of instruction with the approval of the Minister on a certificate valid in Ontario, certified by the inspector concerned, for Grade 13 standing in,

- (a) one of the papers specified in sub-clause i or ii of clause *b* of subsection 7; and
- (b) the additional paper specified in sub-clause iii of clause *b* of subsection 7. O. Reg. 141/62, s. 11 (5).

#### FAILURES AT UNIVERSITY OTTAWA TEACHERS' COLLEGE SUDBURY TEACHERS' COLLEGE

35. Where a candidate who fails to qualify for an Interim Elementary School Teacher's Certificate, Standard 1 under section 25,

- (a) has obtained at least 600 marks in practice teaching; and
- (b) has failed in the final examination in not more than one subject,

the Minister shall grant him a letter of provisional standing as an elementary school teacher in Form 16. R.R.O. 1960, Reg. 88, s. 36; O. Reg. 141/62, s. 12.



36. Where a candidate who has been granted a letter of provisional standing as an elementary school teacher in Form 16 submits to the Deputy Minister evidence that he has passed the final examination of the Elementary School Teacher's Certificate Course at the University of Ottawa Teachers' College or the Sudbury Teachers' College in the subject in which he failed previously, the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 9. R.R.O. 1960, Reg. 88, s. 37; O. Reg. 141/62, s. 12; O. Reg. 76/65, s. 22.

37. Where a candidate who fails to qualify for an Interim Elementary School Teacher's Certificate, Standard 1 under section 25,

- (a) has obtained at least 600 marks in practice teaching; and
- (b) has failed in the final examinations in two subjects,

submits to the Deputy Minister evidence that he has passed the final examinations of the Elementary School Teacher's Certificate Course at the University of Ottawa Teachers' College or the Sudbury Teachers' College in the two subjects in which he previously failed, the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 10. R.R.O. 1960, Reg. 88, s. 38; O. Reg. 141/62, s. 12; O. Reg. 76/65, s. 23.

38. Where a candidate who fails to qualify for an Interim Second Class Certificate under section 28,

- (a) has obtained at least 600 marks in practice teaching; and
- (b) has failed in the final examination in not more than one subject,

the Minister shall grant him a letter of provisional standing as an elementary school teacher in Form 17. R.R.O. 1960, Reg. 88, s. 46.

39. Where a candidate who has been granted a letter of provisional standing in Form 17 submits to the Deputy Minister evidence that he has passed the final examination of the Second Class Certificate Course at the University of Ottawa Teachers' College or the Sudbury Teachers' College in the subject in which he failed previously, the Minister shall grant him an Interim Second Class Certificate in Form 11. R.R.O. 1960, Reg. 88, s. 47; O. Reg. 76/65, s. 25.

40. Where a candidate who fails to qualify for an Interim Second Class Certificate under section 28,

- (a) has obtained at least 600 marks in practice teaching; and
- (b) has failed in the final examinations in two subjects,

submits to the Deputy Minister evidence that he has passed the final examinations of the Second Class Certificate Course of the University of Ottawa Teachers' College or the Sudbury Teachers' College in the subjects in which he previously failed, the Minister shall grant him an Interim Second Class Certificate in Form 11. R.R.O. 1960, Reg. 88, s. 48; O. Reg. 76/65, s. 26.

#### PROCEEDING FROM ONE INTERIM ELEMENTARY SCHOOL TEACHER'S CERTIFICATE TO ANOTHER

41. Where a candidate who has been granted an Interim Elementary School Teacher's Certificate in Form 1 submits to the Deputy Minister evidence that he,

- (a) holds Grade 13 standing, or standing that the Minister considers equivalent thereto, in French composition or French literature; and
- (b) has passed the final examinations of the Elementary School Teacher's Certificate Course at the University of Ottawa Teachers' College or the Sudbury Teachers' College in English I, English II, French I, and French II,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 1, in Form 9. R.R.O. 1960, Reg. 88, s. 51; O. Reg. 141/62, s. 14; O. Reg. 76/65, s. 27.

### PART III

#### COLLEGES OR FACULTIES OF EDUCATION

##### INTERIM HIGH SCHOOL ASSISTANT'S CERTIFICATE, TYPE B

42. Where the dean of a college or faculty of education reports to the Deputy Minister on behalf of a candidate that he has successfully completed one of the courses leading to the Interim High School Assistant's Certificate, Type B, the Minister shall grant him an Interim High School Assistant's Certificate, Type B, in Form 18. R.R.O. 1960, Reg. 88, s. 53, *amended*.

##### INTERIM HIGH SCHOOL ASSISTANT'S CERTIFICATE, TYPE A

43. Where the dean of a college, or faculty of education reports to the Deputy Minister on behalf of a candidate that he has successfully completed,

- (a) one of the courses leading to an Interim High School Assistant's Certificate, Type B; and

- (b) one of the courses leading to the Interim High School Assistant's Certificate, Type A,

the Minister shall grant him an Interim High School Assistant's Certificate, Type A, in Form 19. R.R.O. 1960, Reg. 88, s. 54, *amended*.

#### ENDORSEMENT OF CERTIFICATES

44.—(1) Where the holder of an Interim High School Assistant's Certificate, Type B,

- (a) has successfully completed university courses approved by the Minister,

- (i) to a total of fifteen credits in one, or

- (ii) subject to subsection 3, to a total of twenty-four credits in two,

of the secondary school subjects referred to in subsection 2; and

- (b) has taught successfully for one year in a secondary school in the subject or subjects in which he seeks endorsement, subsequent to the date of his Interim High School Assistant's Certificate, Type B,

the Minister, upon the recommendation of the dean of a college or faculty of education and the Superintendent of Supervision, shall mark the holder's certificate "Endorsed for . . . . . " in the subject or subjects concerned. O. Reg. 121/64, s. 2; O. Reg. 352/65, s. 13.

(2) The secondary school subjects referred to in subsection 1 are English, History, Geography, Latin, French, German, Greek, Spanish, Russian, Italian, Mathematics, Physics, Chemistry, Biology, Economics, Agriculture, Français, Geology, Political Science (World Politics), Psychology (Man in Society), and Sociology (Man in Society). O. Reg. 183/68, s. 1.

(3) Where, after the 1st day of September, 1965, a certificate is endorsed under subsection 1 in two secondary school subjects, the candidate shall have successfully completed at least twelve university credits in each of the two subjects. O. Reg. 121/64, s. 2.

#### INTERIM VOCATIONAL CERTIFICATE, TYPE B

45. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

- (a) holds a degree from the Faculty of Applied Science of an Ontario university or a degree that the Minister considers equivalent thereto;

- (b) has submitted evidence that the Minister considers satisfactory of at least two years of practical experience in the field of his major subject; and

- (c) has successfully completed,

- (i) the One-year Course,

- (ii) the Three-summer Session Course, or

- (iii) subsequent to the 1st day of July, 1964, the Two-summer Session Course,

leading to the Interim Vocational Certificate, Type B,

the Minister shall grant him an Interim Vocational Certificate, Type B, in Form 21. O. Reg. 121/64, s. 2; O. Reg. 352/65, s. 14, *amended*.

46. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

- (a) holds the Secondary School Graduation Diploma of the General Course or the Technical Course or the Home Economics Course or the Commercial Course or the Art Course or standing that the Minister considers equivalent thereto;

- (b) has submitted evidence that the Minister considers satisfactory of practical trade training and experience in his chosen field;

- (c) has successfully completed,

- (i) the One-year Course,

- (ii) the Three-summer Session Course, or

- (iii) subsequent to the 1st day of July, 1964, the Two-summer Session Course,

leading to an Interim Vocational Certificate, Type B,

the Minister shall grant him an Interim Vocational Certificate, Type B, in Form 21. O. Reg. 121/64, s. 2; O. Reg. 352/65, s. 15, *amended*.

#### INTERIM VOCATIONAL CERTIFICATE, TYPE B

Typewriting; Office Practice; Shorthand; Book-keeping; Law; Economics; Business Arithmetic; Economic History; Business Practice; Marketing.

47. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

- (a) holds a certificate, degree, diploma or licence,



(i) as a Chartered Accountant in Ontario or a Certified General Accountant in Ontario or a Certified Public Accountant in Ontario or a registered member of the Society of Industrial and Cost Accountants of Ontario,

(ii) as a graduate of the Three-year Course in Secretarial Science of a College of Applied Arts and Technology or the Ryerson Polytechnical Institute,

(iii) as a graduate of a Three-year Post-Secondary School Commercial Course in the United Kingdom, or

(iv) as a graduate of a university in a course approved by the Minister for the purpose;

(b) has passed a test, approved by the Minister for the purpose, in commercial skills or subjects; and

(c) has completed successfully the Two-summer Session Course leading to an Interim Vocational Certificate Type B.....  
Typewriting; Office Practice; Shorthand; Bookkeeping; Law; Economics; Business Arithmetic; Economic History; Business Practice; Marketing,

the Minister shall grant him an Interim Vocational Certificate, Type B, in Form 22. O. Reg. 121/64, s. 2; O. Reg. 352/65, s. 16 (2, 3), *amended*.

#### INTERIM VOCATIONAL CERTIFICATE, TYPE B (RESTRICTED)

Typewriting; Office Practice; Shorthand; Marketing; Penmanship.

48. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

(a) has submitted a statement from the Registrar of an Ontario university that he is eligible for admission to a course in the Faculty of Arts or the Faculty of Science in that university;

(b) has passed a test, approved by the Minister for the purpose, in commercial skills or subjects;

(c) has submitted evidence of at least five years of office experience; and

(d) has successfully completed the Three-summer Session Course leading to an Interim Vocational Certificate, Type B (Restricted)

.....  
Typewriting; Office Practice; Shorthand; Marketing; Penmanship,

the Minister shall grant him an Interim Vocational Certificate, Type B (Restricted) in Form 23. O. Reg. 121/64, s. 2; O. Reg. 352/65, s. 17 (2, 3), *amended*.

#### INTERIM VOCATIONAL CERTIFICATE, TYPE A

49. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

(a) holds a degree from the Faculty of Applied Science or from the School of Nursing of an Ontario university with standing of at least 60 per cent in his final year, or a degree that the Minister considers equivalent thereto;

(b) has submitted evidence of at least two years of wage-earning experience approved by the Minister for the purpose in the field of his major subject; and

(c) subsequent to his completing the requirements of clauses *a* and *b*, has been admitted to and has successfully completed the One-year Course leading to the Interim Vocational Certificate, Type A.

the Minister shall grant him an Interim Vocational Certificate, Type A, in Form 24. O. Reg. 121/64, s. 2; O. Reg. 352/65, s. 18, *amended*.

50. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

(a) holds,

(i) a degree from the Faculty of Applied Science or from the School of Nursing of an Ontario university with standing of at least 60 per cent in his final year and in one other year, or a degree that the Minister considers equivalent thereto, and

(ii) an Interim Vocational Certificate, Type B, in Form 21;

(b) subsequent to his completing the requirements of clause *a*, has been admitted to and has successfully completed,



- (i) the One-year Course, or
- (ii) the One-summer Session,

leading to the Interim Vocational Certificate, Type A,

the Minister shall grant him an Interim Vocational Certificate, Type A, in Form 24. O. Reg. 121/64, s. 2; O. Reg. 352/65, s. 19, *amended*.

51. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

(a) holds,

- (i) Grade 13 standing in English Composition and in five additional papers, or subsequent to the 1st day of July, 1966, Grade 13 standing in English Composition and in eight additional papers, or standing that the Minister considers equivalent thereto, and

- (ii) a Permanent Vocational Certificate or a Permanent Ordinary Vocational Certificate;

(b) has been graded above average in teaching ability by the inspector concerned; and

(c) subsequent to his completing the requirements in clause *a*, has been admitted to and has successfully completed,

(i) the One-year Course, or

(ii) the Two-summer Session Course,

leading to the Interim Vocational Certificate, Type A,

the Minister shall grant him an Interim Vocational Certificate, Type A, in Form 24. O. Reg. 121/64, s. 2; O. Reg. 352/65, s. 20, *amended*.

INTERIM ELEMENTARY SCHOOL TEACHER'S  
CERTIFICATE, STANDARD.....  
1, 2, 3 or 4

52. Where the dean of a college or faculty of education reports to the Deputy Minister on behalf of a candidate that he,

(a) holds an Interim High School Assistant's Certificate, Type B; and

(b) has successfully completed at a college of education the course leading to an Interim Elementary School Teacher's Certificate,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard.....  
1, 2, 3 or 4  
in Form 1. O. Reg. 121/64, s. 2, *amended*.

GENERAL REQUIREMENTS  
FOR LETTERS OF STANDING

53.—(1) An applicant for a Letter of Standing under this Part shall submit to the dean of a college or faculty of education,

(a) an application in Form 3;

(b) a certificate of birth or baptism, or proof of age in Form 4;

(c) the name and address of his most recent inspector or of his most recent employer; and

(d) in the case of an applicant who was born outside Canada evidence that he is a Canadian citizen or a landed immigrant.  
O. Reg. 76/65, s. 28, *amended*.

(2) A Letter of Standing shall not be granted under this Part until,

(a) the applicant has provided the Minister with,

(i) a certificate from a legally qualified medical practitioner,

(ii) proof of a negative x-ray, or

(iii) proof of a negative tuberculin test,

certifying that he does not have active tuberculosis;

(b) the Registrar has obtained evidence that the candidate's teaching certificate has not been suspended or cancelled by the issuing authority; and

(c) the Letter of Standing has been recommended by the dean of a college or faculty of education and the Superintendent of Supervision. O. Reg. 76/65, s. 28; O. Reg. 352/65, s. 21, *amended*.

LETTER OF STANDING  
EQUIVALENT TO THE INTERIM HIGH SCHOOL  
ASSISTANT'S CERTIFICATE, TYPE B

54. Where an applicant for a Letter of Standing,

(a) complies with the requirements of section 53; and

(b) submits to the Deputy Minister evidence,

- (i) of the academic standing required for admission to the course, leading to the Interim High School Assistant's Certificate, Type B, and
- (ii) of professional training, obtained in one of the Provinces of Canada other than Ontario, that the dean of a college or faculty of education considers equivalent to that given in the course leading to the Interim High School Assistant's Certificate, Type B,

the Minister shall, upon the recommendation of the dean of a college or faculty of education and the Superintendent of Supervision grant him a Letter of Standing in Form 20. O. Reg. 76/65, s. 28; O. Reg. 352/65, s. 22, *amended*.

CHANGING LETTERS OF STANDING TO  
INTERIM HIGH SCHOOL ASSISTANT'S CERTIFICATE,  
TYPE B

55. Where a candidate,

- (a) has been granted a Letter of Standing in Form 20;
- (b) submits to the Deputy Minister evidence of at least ten months of successful teaching experience on the Letter of Standing in the academic classes of a secondary school, or in Grades 9 and 10 of an elementary school, certified by the principal concerned; and
- (c) is recommended by the supervisory officer concerned,

the Minister shall grant him a corresponding Interim High School Assistant's Certificate, Type B, in Form 18. O. Reg. 76/65, s. 28.

LETTER OF STANDING  
EQUIVALENT TO THE INTERIM VOCATIONAL  
CERTIFICATE, TYPE B

56. Where an applicant for a Letter of Standing,

- (a) complies with the requirements of section 53;
- (b) submits to the Deputy Minister evidence,
  - (i) of the academic standing and practical work experience required for admission to the course leading to the Interim Vocational Certificate, Type B, and
  - (ii) of professional training obtained in one of the Provinces of Canada, other than Ontario that the dean

of a college or faculty of education considers equivalent to that given in the course leading to the Interim Vocational Certificate, Type B,

the Minister shall, upon the recommendation of the dean of a college or faculty of education and the Superintendent of Supervision, grant him a Letter of Standing in Form 27. O. Reg. 76/65 s. 28; O. Reg. 352/65, s. 23, *amended*.

CHANGING A LETTER OF STANDING  
TO AN INTERIM VOCATIONAL CERTIFICATE,  
TYPE B

57. Where a candidate,

- (a) has been granted a Letter of Standing in Form 27;
- (b) submits to the Deputy Minister evidence of at least ten months of successful teaching experience on the Letter of Standing in a secondary school in the subject or subjects covered by the Letter of Standing, certified by the principal concerned; and
- (c) is recommended by the supervisory officer,

the Minister shall grant him a corresponding Interim Vocational Certificate, Type B, in Form 21. O. Reg. 76/65, s. 28, *revised*.

PART IV

CHANGING OF CERTIFICATES  
FOR ELEMENTARY SCHOOL TEACHERS

58. In this Part,

- (a) "applicant" means a person who,
  - (i) holds, an Interim First Class Certificate or an Interim Elementary School Teacher's Certificate issued before the 11th day of June, 1962, or an Interim Elementary School Teacher's Certificate, Standard 1, or
  - (ii) is eligible to receive an Interim Elementary School Teacher's Certificate, Standard 1;
- (b) "summer session" means a five-week summer session or an equivalent winter session leading to a special certificate under Regulation 205 of Revised Regulations of Ontario, 1970 or a predecessor thereof;
- (c) "university subject" means a university subject leading to the Bachelor of Arts degree from an Ontario university or a



degree that the Minister considers equivalent thereto. O. Reg. 141/62, s. 16.

**59.** Where an applicant submits to the Deputy Minister evidence of the successful completion of,

- (a) five university subjects beyond the Grade 13 level;
- (b) five summer sessions;
- (c) any combination of subjects and summer sessions referred to in clauses *a* and *b* to a total of five; or
- (d) the Two-year Course at an Ontario Normal School in the years 1927 to 1934, both inclusive; or
- (e) the course leading to an Interim Primary School Specialist's Certificate,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 2, in Form 1 or Form 9, as the case may be. O. Reg. 141/62, s. 16.

**60.**—(1) Subject to subsection 2, where an applicant submits to the Deputy Minister evidence of the successful completion of,

- (a) five university subjects beyond the Grade 13 level or five summer sessions or any combination thereof to a total of five; and
- (b) five university subjects beyond the Grade 13 level not included in clause *a*,

the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 3, in Form 1 or Form 9, as the case may be.

(2) Where before the 1st day of September, 1963 an applicant attended successfully a summer session not included in clause *a* of subsection 1, he may substitute such summer session for one university subject required by clause *b* of subsection 1 to a total of five. O. Reg. 141/62, s. 16.

**61.** Where an applicant submits to the Deputy Minister evidence that he holds the Bachelor of Arts degree from an Ontario university or a degree that the Minister considers equivalent thereto, the Minister shall grant him an Interim Elementary School Teacher's Certificate, Standard 4, in Form 1 or Form 9, as the case may be. O. Reg. 141/62, s. 16.

**62.** The Minister shall determine the order in which and the dates upon which an applicant may apply for certificates under this Part. O. Reg. 141/62, s. 16.

## PART V

### OCCUPATIONAL CERTIFICATES

#### INTERIM OCCUPATIONAL CERTIFICATE, TYPE B (General Subjects)

**63.** Where a candidate submits to the Deputy Minister,

- (a) evidence that he holds a permanent teaching certificate valid in the elementary schools of Ontario;
- (b) evidence that he holds a Specialist Certificate in Auxiliary Education with the secondary school option; and
- (c) evidence of at least five years of successful teaching experience in the elementary or secondary schools of Ontario,

the Minister shall grant him an Interim Occupational Certificate, Type B (General Subjects) in Form 25. O. Reg. 121/64, s. 3.

#### INTERIM OCCUPATIONAL CERTIFICATE, TYPE B (Practical Subjects)

**64.** Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

- (a) holds an Interim Vocational Certificate, Type B in Form 21 or a Permanent Vocational Certificate; and
- (b) has passed a trade test that the Minister considers appropriate,

the Minister shall grant him an Interim Occupational Certificate, Type B (Practical Subjects) in Form 26. O. Reg. 121/64, s. 3; O. Reg. 352/65, s. 24, *amended*.

**65.** Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

- (a) holds an Interim or Permanent Specialist Certificate in Industrial Arts;
- (b) has completed successfully two Five-week Summer Sessions, each of 200 hours, at a college of education in a practical work course; and
- (c) has passed a trade test that the Minister deems appropriate,

the Minister shall grant him an Interim Occupational Certificate, Type B (Practical Subjects) in Form 26. O. Reg. 121/64, s. 3; O. Reg. 352/65, s. 25, *amended*.



66. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

- (a) holds,
  - (i) a permanent teaching certificate valid in the elementary schools of Ontario and an Interim or Permanent Intermediate Industrial Arts Certificate, or
  - (ii) a Permanent Intermediate Industrial Arts Certificate and an interim or permanent teaching certificate valid in the elementary schools of Ontario;
- (b) has successfully completed the two Five-week Summer Sessions at a college of education leading to an Interim Occupational Certificate, Type B (Practical Subjects); and
- (c) has passed a trade test that the Minister considers appropriate,

the Minister shall grant him an Interim Occupational Certificate, Type B (Practical Subjects) in Form 26. O. Reg. 121/64, s. 3; O. Reg. 352/65, s. 26, *amended*.

67. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate,

- (a) that he holds the Secondary School Graduation Diploma in one of the courses or standing that the Minister considers equivalent thereto;
- (b) that his practical experience in a particular field or fields of occupational training is satisfactory to the Superintendent of Supervision;
- (c) that he has passed a trade test that the Minister considers appropriate; and
- (d) that he has successfully completed the two Seven-week Summer Sessions leading to an Interim Occupational Certificate, Type B (Practical Subjects),

the Minister shall grant him an Interim Occupational Certificate, Type B (Practical Subjects) in Form 26. O. Reg. 121/64, s. 3; O. Reg. 352/64, s. 27, *amended*.

68. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

- (a) has successfully completed a Two-year Course in Home Economics at the Ryerson Polytechnical Institute and the One-year Course at a Teachers' College in Ontario;
- (b) holds an Interim or Permanent Intermediate Home Economics Certificate;
- (c) has satisfactorily completed a practical work course consisting of two summer sessions, each of 200 hours; and
- (d) has passed a trade test that the Minister considers appropriate,

the Minister shall grant him an Interim Occupational Certificate, Type B (Practical Subjects) in Form 26. O. Reg. 121/64, s. 3; O. Reg. 76/65, s. 29; O. Reg. 352/65, s. 28, *amended*.

69. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

- (a) has satisfactorily completed the Three-year Course in Merchandising Administration or Hotel, Resort and Restaurant Administration or Food Administration at the Ryerson Polytechnical Institute;
- (b) has had at least twelve months of practical experience that the Minister considers appropriate in the related field or fields; and
- (c) has successfully completed the two Seven-week Summer Sessions leading to an Interim Occupational Certificate, Type B (Practical Subjects),

the Minister shall grant him an Interim Occupational Certificate, Type B (Practical Subjects) in Form 26. O. Reg. 121/64, s. 3; O. Reg. 76/65, s. 30; O. Reg. 352/65, s. 29, *amended*.

#### INTERIM OCCUPATIONAL CERTIFICATE, TYPE A (General Subjects)

70. Where the Superintendent of Supervision reports to the Deputy Minister on behalf of a candidate that he,

- (a) holds a Permanent High School Assistant's Certificate;
- (b) holds a Specialist Certificate in Auxiliary Education, with the secondary school option; and
- (c) has had at least two years of successful teaching experience in the general subjects of the Occupational Program in a secondary school,

the Minister shall grant him an Interim Occupational Certificate, Type A (General Subjects) in Form 28. O. Reg. 121/64, s. 3; O. Reg. 352/65, s. 30.

INTERIM OCCUPATIONAL CERTIFICATE, TYPE A  
(Practical Subjects)

71. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

- (a) holds a Permanent Occupational Certificate (Practical Subjects);
- (b) holds Grade 13 standing in English Composition and in five additional papers or, subsequent to the 1st day of July, 1966, Grade 13 standing in English Composition and in eight additional papers; and
- (c) has successfully completed the two five-week summer sessions leading to the Interim Occupational Certificate, Type A (Practical Subjects),

the Minister shall grant him an Interim Occupational Certificate, Type A (Practical Subjects) in Form 29. O. Reg. 121/64, s. 3; O. Reg. 352/65, s. 31, *amended*.

72. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

- (a) holds the Interim Vocational Certificate, Type A in Form 24 or the Permanent Vocational Specialist Certificate; and
- (b) has passed a trade test that the Minister considers appropriate,

the Minister shall grant him an Interim Occupational Certificate, Type A (Practical Subjects) in Form 29. O. Reg. 121/64, s. 3; O. Reg. 352/65, s. 32, *amended*.

73. Where the Superintendent of Supervision reports to the Deputy Minister on behalf of a candidate that he,

- (a) holds a Permanent High School Assistant's Certificate;
- (b) holds an Interim Occupational Certificate, Type B (Practical Subjects) in Form 26; and
- (c) has had at least two years of successful teaching experience in practical subjects of the Occupational Program in a secondary school,

the Minister shall grant him an Interim Occupational Certificate, Type A (Practical Subjects) in Form 29. O. Reg. 121/64, s. 3; O. Reg. 352/65, s. 33.

74. Where the dean of a college or faculty of education and the Superintendent of Supervision report to the Deputy Minister on behalf of a candidate that he,

- (a) holds,
  - (i) a degree from the Faculty of Applied Science or from the School of Nursing of an Ontario university with standing of at least 60 per cent in his final year and in one other year, or a degree that the Minister considers equivalent thereto, and
  - (ii) an Interim Occupational Certificate, Type B (Practical Subjects) in Form 26 with standing of at least 66 per cent in each subject of the course leading to the certificate;
- (b) has submitted evidence of at least two years of wage-earning experience approved by the Minister for the purpose in the field of his major subject; and
- (c) subsequent to his completing the requirements in clause a, has been admitted to and has successfully completed the One-summer Session leading to the Interim Occupational Certificate, Type A (Practical Subjects) in Form 29.

the Minister shall grant him an Interim Occupational Certificate, Type A (Practical Subjects) in Form 29. O. Reg. 121/64, s. 3; O. Reg. 352/65, s. 34, *amended*.

## PART VI

### TEMPORARY CERTIFICATE AS TEACHER OF FRENCH TO ENGLISH-SPEAKING PUPILS IN ELEMENTARY SCHOOLS

75.—(1) The course leading to a Temporary Certificate as Teacher of French to English-Speaking Pupils in Elementary Schools shall consist of one summer session.

- (2) A candidate for a certificate under this Part shall,
  - (a) submit to the Deputy Minister proof that he is at least twenty-five years of age;
  - (b) in the case of an applicant who was born outside Canada, submit to the Deputy Minister evidence that he is a Canadian citizen or, a landed immigrant;
  - (c) submit to the Deputy Minister,
    - (i) a certificate from a legally qualified medical practitioner,



- (ii) proof of a negative X-ray, or
- (iii) proof of a negative tuberculin test,

certifying that he does not have active tuberculosis;

- (d) submit to the Deputy Minister evidence of standing in Grade 13 French, or of standing that the Minister considers equivalent thereto; and
- (e) pass an oral examination conducted under the direction of the Superintendent of Supervision.

(3) Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him a Temporary Certificate as Teacher of French to English-Speaking Pupils in Elementary Schools in Form 30.

(4) A Temporary Certificate as Teacher of French to English-Speaking Pupils in Elementary Schools may be renewed annually on the recommendation of the inspector. O. Reg. 352/65, s. 35, *amended*.

Form 1

*The Department of Education Act*

INTERIM ELEMENTARY SCHOOL  
TEACHER'S CERTIFICATE,  
STANDARD.....  
1, 2, 3 or 4

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Elementary School Teacher's Certi-

ficate, Standard.....valid until the 30th day  
1, 2, 3 or 4

of June, 19.... in an elementary school.

Dated at Toronto, this.....day of....., 19....

Registered Number.....

.....  
Registrar Minister of Education

O. Reg. 282/62, s. 1.

Form 2

*The Department of Education Act*

INTERIM PRIMARY SCHOOL  
SPECIALIST'S CERTIFICATE

This is to certify that....., having complied with the regulations prescribed for

the Department of Education, is hereby granted an Interim Primary School Specialist's Certificate, valid for five years from the date hereof in Kindergarten and Grades 1 and 2 in an elementary school.

Dated at Toronto, this.....day of....., 19....

Registered Number.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 88, Form 2.

Form 3

*The Department of Education Act*

APPLICATION  
FOR A LETTER OF STANDING

Date.....19....

TO.....  
Deputy Minister of Education

Under the regulations prescribed for the Department of Education, I,

.....  
(print all names in full, surname preceding)

of.....  
(address in full)

apply for a Letter of Standing.

I enclose the following documents:

- (a) .....  
(birth certificate; baptismal certificate; or proof of age form)
- (b) evidence that I am a Canadian citizen or a landed immigrant,
- (c) official certificates showing my academic standing,
- (d) my teaching certificate(s).

The name and address of my most recent inspector or employer is

.....

I hereby declare that my teaching certificates have not been suspended or cancelled by the issuing authority.

.....  
(signature of applicant)

R.R.O. 1960, Reg. 88, Form 3, *amended*.



Form 4

The Department of Education Act

PROOF OF AGE

I, .....  
(print name in full, surname preceding)

of the ..... of .....  
(city, town, township)

in the ..... of .....  
(county, etc) (occupation)

declare that I have known the applicant,  
.....  
(full name of applicant)

of the ..... of .....  
(city, town, township)

in the ..... of ..... for ..... years.  
(county, etc.)

I know the applicant was born on the .....  
day of ..... 19....., at the .....  
(city, town, township)

..... in the ..... of .....  
(county, etc.)

My knowledge of the place and date of birth is based  
on the fact that:

(a) I am the .....  
(insert father, mother, brother, or sister)

of the applicant; or

(b) I have examined the family records and find  
therein an entry in the handwriting of the  
..... of the  
(insert father or mother)

applicant that reads as follows.....  
.....; or

(c) I have had personal acquaintance with members  
of the applicant's family and.....  
.....  
(state when and under what circumstances the  
information was obtained)

Dated at the ..... of .....  
(city, town, township)

..... in the ..... of .....  
(county, etc)

this.....day of....., 19..  
.....  
(signature)

R.R.O. 1960, Reg. 88, Form 4, revised.

Form 5

The Department of Education Act

LETTER OF STANDING

for  
.....

In consideration of the evidence of your academic standing and professional training submitted, you are hereby granted a Letter of Standing valid in the elementary schools of Ontario until June 30, 19....

This Letter of Standing has the force of an Interim Elementary School Teacher's Certificate, Standard

.....The appropriate Interim Elementary 1, 2, 3 or 4

School Teacher's Certificate will be issued on the recommendation of the inspector concerned after one year of successful teaching experience in Ontario.

Registered No.....

Dated at Toronto, this.....day of....., 19..  
.....

Registrar Minister of Education

R.R.O. 1960, Reg. 88, Form 4; O. Reg. 141/62, s. 17.

Form 6

The Department of Education Act

LETTER OF STANDING

for  
.....

In consideration of the evidence of your academic standing and professional training submitted, you are hereby granted a Letter of Standing valid in the elementary schools of Ontario until June 30, 19....

This Letter of Standing has the force of an Interim Second Class Certificate. The appropriate Interim Second Class Certificate will be issued on the recommendation of the inspector concerned after one year of successful teaching experience in Ontario.

Registered No.....

Dated at Toronto, this.....day of....., 19..

.....

Registrar Minister of Education

R.R.O. 1960, Reg. 88, Form 6.

Form 7

*The Department of Education Act*

INTERIM SECOND CLASS CERTIFICATE

This is to certify that.....  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted an  
Interim Second Class Certificate, valid for five years  
from the date hereof in an elementary school.

Dated at Toronto, this.....day of....., 19..

Registered Number.....

.....

Registrar Minister of Education

R.R.O. 1960, Reg. 88, Form 7.

Form 8

*The Department of Education Act*

LETTER OF PROVISIONAL STANDING

Date.....19..

TO.....

.....

This letter may be shown to an Inspector or a  
School Board as evidence that you have provisional  
standing as a teacher in an elementary school for the  
school year 19....-19....

For the period mentioned above this letter has the  
force of an Interim Elementary School Teacher's  
Certificate, Standard.....  
1, 2, 3 or 4

Yours sincerely,

.....

Registrar

Form 9

*The Department of Education Act*

INTERIM ELEMENTARY SCHOOL  
TEACHER'S CERTIFICATE,  
STANDARD.....  
1, 2, 3 or 4

This is to certify that.....  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted an  
Interim Elementary School Teacher's Certificate,  
Standard.....valid until the 30th day of  
1, 2, 3 or 4

June, 19..... in elementary school classrooms  
attended by French-speaking pupils.

Dated at Toronto, this.....day of....., 19..

Registered Number.....

.....

Registrar Minister of Education

O. Reg. 282/62, s. 2. amended.

Form 10

*The Department of Education Act*

INTERIM ELEMENTARY SCHOOL  
TEACHER'S CERTIFICATE,  
STANDARD.....  
1, 2, 3 or 4  
(FRENCH ONLY)

This is to certify that.....  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted an  
Interim Elementary School Teacher's Certificate,  
Standard.....(French Only), valid for five  
1, 2, 3 or 4  
years from the date hereof for teaching only French  
to English-speaking pupils in an elementary school.

Dated at Toronto, this.....day of....., 19..

Registered Number.....

.....

Registrar Minister of Education

O. Reg. 121/64, s. 4.

Form 11

*The Department of Education Act*

INTERIM SECOND CLASS CERTIFICATE

This is to certify that.....  
having complied with the regulations prescribed for



the Department of Education, is hereby granted an Interim Second Class Certificate valid for five years from the date hereof in elementary school classrooms attended by French-speaking pupils.

Dated at Toronto, this.....day of....., 19..

Registered No.....

.....  
Registrar Minister of Education

O. Reg. 145/61, s. 2, *amended*.

### Form 12

#### *The Department of Education Act*

#### INTERIM SECOND CLASS CERTIFICATE (FRENCH ONLY)

This is to certify that.....  
having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Second Class Certificate (French Only) valid for five years from the date hereof for teaching only French to English-speaking pupils in an elementary school.

Dated at Toronto, this....day of....., 19.....

Registered Number.....

.....  
Registrar Minister of Education

O. Reg. 121/64, s. 4.

### Form 13

#### *The Department of Education Act*

#### INTERIM FIRST CLASS CERTIFICATE

This is to certify that.....  
having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim First Class Certificate valid for five years from the date hereof in elementary school classrooms attended by French-speaking pupils.

Dated at Toronto, this....day of....., 19.....

Registered No.....

.....  
Registrar Minister of Education

O. Reg. 145/61, s. 2, *amended*.

### Form 14

#### *The Department of Education Act*

#### LETTER OF STANDING for

.....

In consideration of the evidence of your academic standing and professional training submitted, you are hereby granted a Letter of Standing valid until June 30, 19.... and having the force of an Interim Elementary School Teacher's Certificate, Standard .....which is valid in elementary school 1, 2, 3 or 4 classrooms attended by French-speaking pupils.

The appropriate Interim Elementary School Teacher's Certificate will be issued on the recommendation of the inspector concerned after one year of successful teaching experience in Ontario in classrooms in which the Letter of Standing is valid.

Dated at Toronto, this....day of....., 19.....

Registered No.....

.....  
Registrar Minister of Education

O. Reg. 145/61, s. 2; O. Reg. 141/62, s. 18, *amended*.

### Form 15

#### *The Department of Education Act*

#### LETTER OF STANDING for

.....

In consideration of the evidence of your academic standing and professional training submitted, you are hereby granted a Letter of Standing valid until June 30, 19.... and having the force of an Interim Second Class Certificate which is valid in elementary school classrooms attended by French-speaking pupils.

The appropriate Interim Second Class Certificate will be issued on the recommendation of the inspector concerned after one year of successful teaching experience in Ontario in classrooms in which the Letter of Standing is valid.

Dated at Toronto, this....day of....., 19.....

Registered No.....

.....  
Registrar Minister of Education

O. Reg. 145/61, s. 2, *amended*.



**Form 16***The Department of Education Act***LETTER OF PROVISIONAL STANDING**

Date....., 19.....

TO.....

This letter may be shown to an Inspector or a School Board as evidence that you have provisional standing as a teacher, for the school year 19...-19..., in elementary school classrooms attended by French-speaking pupils.

For the period mentioned above this letter has the force of an Interim Elementary School Teacher's Certificate, Standard.....valid in the class-  
1, 2, 3 or 4  
rooms to which reference is made.

Yours sincerely,

.....  
RegistrarO. Reg. 145/61, s. 2; O. Reg. 141/62, s. 18, *amended*.**Form 17***The Department of Education Act***LETTER OF PROVISIONAL STANDING**

Date....., 19.....

TO.....

This letter may be shown to an Inspector or a School Board as evidence that you have provisional standing as a teacher, for the school year 19...-19..., in elementary school classrooms attended by French-speaking pupils.

For the period mentioned above this letter has the force of an Interim Second Class Certificate valid in the classrooms to which reference is made.

Yours sincerely,

.....  
RegistrarO. Reg. 145/61, s. 2, *amended*.**Form 18***The Department of Education Act***INTERIM HIGH SCHOOL ASSISTANT'S  
CERTIFICATE—TYPE B**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim High School Assistant's Certificate, Type B, valid for five years from the date hereof in a high school or in the academic classes of a vocational school or in Grades 9 and 10 of an elementary school.

The holder of this certificate was examined in the following subjects of the teacher training course:

.....

Dated at Toronto, this....day of....., 19.....

Registered Number.....

.....  
Registrar Minister of EducationR.R.O. 1960, Reg. 88, Form 19, *revised*.**Form 19***The Department of Education Act***INTERIM HIGH SCHOOL ASSISTANT'S  
CERTIFICATE—TYPE A**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim High School Assistant's Certificate, Type A, in....., valid for five years from the date hereof in a high school or in the academic classes of a vocational school or in Grades 9 and 10 of an elementary school.

The holder of this certificate was examined in the following subjects of the teacher training course:

.....

Dated at Toronto, this....day of....., 19.....

Registered Number.....

.....  
Registrar Minister of EducationR.R.O. 1960, Reg. 88, Form 20, *revised*.

Form 20

*The Department of Education Act*

SECONDARY SCHOOL  
LETTER OF STANDING

for

In consideration of your university degree and the evidence of your professional training submitted, you are hereby granted a Letter of Standing valid in the secondary schools of Ontario until June 30, 19.....

This Letter of Standing has the force of an Interim High School Assistant's Certificate, Type B. The Interim High School Assistant's Certificate, Type B will be issued on the recommendation of the inspector concerned after one year of successful teaching experience in Ontario, as certified by your Principal.

Registered No.....

Dated at Toronto, this....day of....., 19.....

.....  
Registrar

.....  
Minister of Education

R.R.O. 1960, Reg. 88, Form 21.

Form 21

*The Department of Education Act*

INTERIM VOCATIONAL CERTIFICATE,  
TYPE B

This is to certify that.....,  
having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Vocational Certificate, Type B, in.....

.....  
valid for five years from the date hereof in a secondary school.

Dated at Toronto, this....day of....., 19.....

Registered No.....

.....  
Registrar

.....  
Minister of Education

O. Reg. 76/65, s. 31.

Form 22

*The Department of Education Act*

INTERIM VOCATIONAL CERTIFICATE,  
TYPE B

This is to certify that.....,  
having complied with the regulations prescribed for the Department of Education, is hereby granted an

Interim Vocational Certificate, Type B, in.....  
(insert

.....valid for five years from the date appropriate subject)

hereof for teaching.....in  
(insert appropriate subject)

Grades 9, 10, 11 and 12 of a secondary school.

Dated at Toronto, this....day of....., 19.....

Registered No.....

.....  
Registrar

.....  
Minister of Education

O. Reg. 352/65, s. 36.

Form 23

*The Department of Education Act*

INTERIM VOCATIONAL CERTIFICATE,  
TYPE B (RESTRICTED)

This is to certify that.....,  
having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Vocational Certificate, Type B (Restricted) in

.....valid for five years from the (insert appropriate subject)

date hereof for teaching.....  
(insert appropriate subject)

in Grades 9, 10, 11 and 12 of a secondary school. This certificate cannot be made Permanent until the holder has successfully completed at least one-half of the university requirements for a Bachelor of Arts degree.

Dated at Toronto, this....day of....., 19.....

Registered No.....

.....  
Registrar

.....  
Minister of Education

O. Reg. 352/65, s. 36.



Form 24

*The Department of Education Act*

INTERIM VOCATIONAL CERTIFICATE,  
TYPE A

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Vocational Certificate, Type A, in....., valid for five years from the date hereof in a secondary school.

Dated at Toronto, this.....day of....., 19..

Registered No.....

.....  
RegistrarMinister of Education

O. Reg. 76/65, s. 31.

Form 25

*The Department of Education Act*

INTERIM OCCUPATIONAL CERTIFICATE,  
TYPE B  
(General Subjects)

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Occupational Certificate, Type B (General Subjects) valid for five years from the date hereof for teaching general subjects in the Occupational Program in a secondary school.

Dated at Toronto, this.....day of....., 19....

Registered Number.....

.....  
RegistrarMinister of Education

O. Reg. 121/64, s. 5.

Form 26

*The Department of Education Act*

INTERIM OCCUPATIONAL CERTIFICATE,  
TYPE B  
(Practical Subjects)

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Occupational Certificate, Type B, (Practical Subjects), valid for five years from the date hereof for teaching in the Occupational Program in a secondary school.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
RegistrarMinister of Education

O. Reg. 76/65, s. 32.

Form 27

*The Department of Education Act*

SECONDARY SCHOOL  
LETTER OF STANDING

for

.....

In consideration of the evidence of your academic standing, practical work experience and professional training submitted, you are hereby granted a Letter of Standing valid in the secondary schools of Ontario until June 30, 19....

This Letter of Standing has the force of an Interim Vocational Certificate, Type B in.....

The appropriate Interim Vocational Certificate, Type B will be issued on the recommendation of the inspector concerned after one year of successful teaching experience in Ontario, as certified by your Principal.

Registered Number.....

Dated at Toronto, this.....day of....., 19....

.....  
RegistrarMinister of Education

O. Reg. 76/65, s. 32.

Form 28

*The Department of Education Act*

INTERIM OCCUPATIONAL CERTIFICATE,  
TYPE A  
(General Subjects)

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Occupational Certificate, Type A (General Subjects), valid for five years from the date hereof for teaching general subjects in the Occupational Program in a secondary school.



Dated at Toronto, this.....day of....., 19....

Registered Number.....

.....

Registrar Minister of Education

O. Reg. 121/64, s. 4.

Form 29

The Department of Education Act

INTERIM OCCUPATIONAL CERTIFICATE,  
TYPE A  
(Practical Subjects)

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Occupational Certificate, Type A (Practical Subjects) in.....valid for five years from the date hereof for teaching the above mentioned subject or subjects in the Occupational Program in a secondary school.

Dated at Toronto, this.....day of....., 19....

Registered Number.....

.....

Registrar Minister of Education

O. Reg. 121/64, s. 4.

Form 30

The Department of Education Act

TEMPORARY CERTIFICATE AS TEACHER  
OF FRENCH TO ENGLISH-SPEAKING  
PUPILS IN ELEMENTARY SCHOOLS

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Temporary Certificate as Teacher of French to English Speaking Pupils in Elementary Schools.

Dated at Toronto, this.....day of....., 19....

Registered Number.....

.....

Registrar Minister of Education

O. Reg. 352/65, s. 37.

## REGULATION 197

### under The Department of Education Act

#### MUNICIPAL RECREATION DIRECTORS' CERTIFICATES

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "applicant" means an applicant for a municipal recreation director's interim or permanent certificate;
- (b) "certification course" means the one-year course in Recreation approved by the Administrator of Community Programs Division appointed under the Act;
- (c) "Deputy Minister" means Deputy Minister of Education;
- (d) "diploma course" means the two-year course in Recreation approved by the Administrator of Community Programs Division appointed under the Act;
- (e) "municipal recreation director" means a person who is hired by a municipality to administer a program of recreation. O. Reg. 20/66, s. 1.

#### INTERIM MUNICIPAL RECREATION DIRECTOR'S CERTIFICATE, TYPE A

#### 2. Where an applicant submits to the Deputy Minister,

- (a) evidence of,
  - (i) having obtained a degree from a university approved by the Minister, and
  - (ii) having successfully completed the certification course;
- (b) evidence of having obtained a degree in a course in Recreation from a university approved by the Minister; or
- (c) evidence of having completed before the 1st day of January, 1966, the In-Service Training Course in Recreation approved by the Administrator of Community Programs Division appointed under the Act,

the Minister shall, upon the recommendation of the Administrator of Community Programs Division, grant the applicant an Interim Municipal Recreation

Director's Certificate, Type A, in Form 1. O. Reg. 20/66, s. 2; O. Reg. 384/66, s. 1.

#### PERMANENT MUNICIPAL RECREATION DIRECTOR'S CERTIFICATE, TYPE A

#### 3. Where an applicant submits to the Deputy Minister,

- (a) an Interim Municipal Recreation Director's Certificate, Type A, granted under section 2; and
- (b) evidence of at least three years of full-time experience as a municipal recreation director,

the Minister shall grant the applicant, upon the recommendation of the Administrator of Community Programs Division, a Permanent Municipal Recreation Director's Certificate, Type A, in Form 2. O. Reg. 20/66, s. 3.

#### INTERIM MUNICIPAL RECREATION DIRECTOR'S CERTIFICATE, TYPE B

4. Where an applicant submits to the Deputy Minister evidence of the successful completion of the diploma course, the Minister shall, upon the recommendation of the Administrator of Community Programs Division, grant the applicant an Interim Municipal Recreation Director's Certificate, Type B, in Form 3. O. Reg. 20/66, s. 4.

#### PERMANENT MUNICIPAL RECREATION DIRECTOR'S CERTIFICATE, TYPE B

#### 5. Where an applicant submits to the Deputy Minister,

- (a) an Interim Municipal Recreation Director's Certificate, Type B, granted under section 4; and
- (b) evidence of at least three years of full-time experience as a municipal recreation director,

the Minister shall grant the applicant, upon the recommendation of the Administrator of Community Programs Division, a Permanent Municipal Recreation Director's Certificate, Type B, in Form 4. O. Reg. 20/66, s. 5.

## DATE OF EXPIRY OF INTERIM CERTIFICATES

6. An interim certificate is valid until it is either revoked or made permanent. O. Reg. 20/66, s. 6.

CHANGING AN INTERIM OR PERMANENT MUNICIPAL RECREATION DIRECTOR'S CERTIFICATE, TYPE B, TO A PERMANENT MUNICIPAL RECREATION DIRECTOR'S CERTIFICATE, TYPE A

7. Where an applicant who was an applicant before the 20th day of January, 1966 and,

(a) who,

(i) was granted a Permanent Municipal Recreation Director's Certificate, Type B, before the 20th day of January, 1966, or

(ii) is entitled to be granted the certificate referred to in subclause i; or

(b) who,

(i) was granted an Interim Municipal Recreation Director's Certificate, Type B, before the 20th day of January, 1966, or

(ii) is entitled to be granted the certificate referred to in subclause i,

and satisfies the Administrator of Community Programs Division, that he is eligible to be granted a Permanent Municipal Recreation Director's Certificate, Type B,

the Minister shall, upon the recommendation of the Administrator of Community Programs Division grant the applicant a Permanent Municipal Recreation Director's Certificate, Type A, in Form 2. O. Reg. 20/66, s. 7, *amended*.

RAISING A PERMANENT MUNICIPAL RECREATION DIRECTOR'S CERTIFICATE, TYPE B, TO A PERMANENT MUNICIPAL RECREATION DIRECTOR'S CERTIFICATE, TYPE A

8. Where an applicant submits to the Deputy Minister,

(a) a Permanent Municipal Recreation Director's Certificate, Type B, granted under section 5; and

(b) evidence of having obtained a degree from a university approved by the Minister,

the Minister shall, upon the recommendation of the Administrator of Community Programs Division, grant the applicant a Permanent Municipal Recreation Director's Certificate, Type A, in Form 2. O. Reg. 20/66, s. 8.

## Form 1

*The Department of Education Act*

## INTERIM MUNICIPAL RECREATION DIRECTOR'S CERTIFICATE, TYPE A

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Municipal Recreation Director's Certificate, Type A.

Dated at Toronto, this.....day of....., 19....

Registered No. ....

..... Registrar ..... Minister of Education

O. Reg. 20/66, Form 1.

## Form 2

*The Department of Education Act*

## PERMANENT MUNICIPAL RECREATION DIRECTOR'S CERTIFICATE, TYPE A

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Permanent Municipal Recreation Director's Certificate, Type A.

Dated at Toronto, this.....day of....., 19....

Registered No. ....

..... Registrar ..... Minister of Education

O. Reg. 20/66, Form 2.

## Form 3

*The Department of Education Act*

## INTERIM MUNICIPAL RECREATION DIRECTOR'S CERTIFICATE, TYPE B

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Municipal Recreation Director's Certificate, Type B.

Dated at Toronto, this.....day of....., 19....

Registered No. ....

..... Registrar ..... Minister of Education

O. Reg. 20/66, Form 3.



Form 4

*The Department of Education Act*

PERMANENT MUNICIPAL RECREATION  
DIRECTOR'S CERTIFICATE, TYPE B

This is to certify that....., having  
complied with the regulations prescribed for the  
Department of Education, is hereby granted a Per-

manent Municipal Recreation Director's Certificate,  
Type B.

Dated at Toronto, this.....day of....., 19..

Registered No.....

.....  
Registrar Minister of Education  
O. Reg. 20/66, Form 4.

## REGULATION 198

### under The Department of Education Act

#### ONTARIO SCHOOLS FOR THE BLIND AND ONTARIO SCHOOLS FOR THE DEAF

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "applicant" means an applicant for admission to a course;
- (b) "Deputy Minister" means the Deputy Minister of Education;
- (c) "parent" includes a guardian;
- (d) "Registrar" means the Registrar of the Department of Education;
- (e) "school" means an Ontario school for the blind or an Ontario school for the deaf;
- (f) "Superintendent" means the Superintendent of an Ontario school for the blind or of an Ontario school for the deaf;
- (g) "Superintendent of Special Services" means the Superintendent of Special Services of the Department of Education. O. Reg. 28/63, s. 1.

##### DESIGNATIONS

#### 2. The names of the Ontario schools for the deaf are designated as follows:

- 1. The Ontario School for the Deaf, Belleville.
- 2. The Ontario School for the Deaf, Milton.  
O. Reg. 28/63, s. 2.

##### ADMISSIONS

#### 3.—(1) An applicant for admission to a school shall submit evidence satisfactory to the Superintendent thereof,

- (a) that he will be under the age of twenty-one years on the first day of the first term of the school year for which he seeks admission;
- (b) that because of a visual or an auditory handicap, as certified by a legally qualified medical practitioner, he is in need of a special educational program in a residential school;

- (c) that his parent is a resident of Ontario; and
- (d) that he is not an Indian as defined in the *Indian Act* (Canada).

(2) An applicant shall not be admitted if he is unable to profit from instruction in the course because of mental or physical defect or social immaturity.

(3) Subject to section 8, an applicant whose parent resides in a municipality in which the applicant is eligible to attend a school operated by a school board that operates day classes for the deaf shall not be admitted. O. Reg. 28/63, s. 3.

4. Where an applicant is eligible for admission under section 3, the Superintendent shall admit him at the beginning of the first term in the school year. O. Reg. 28/63, s. 4.

5. Where the minister of education of a province of Canada other than Ontario,

(a) requests admission for an applicant,

(i) whose parent resides in that province,

(ii) who is eligible for admission under section 3, and

(iii) who is not an Indian as defined in the *Indian Act* (Canada); and

(b) agrees to pay such fees as are prescribed for the instruction and maintenance of the applicant,

the Superintendent shall, with the approval of the Minister, admit him at the beginning of the first term in the school year. O. Reg. 28/63, s. 5.

6. Where the Minister of Indian Affairs and Northern Development of Canada,

(a) requests admission for an applicant who,

(i) is eligible for admission under section 3, and

(ii) is an Indian as defined in the *Indian Act* (Canada); and

(b) agrees to pay such fees as are prescribed for the instruction and maintenance of the applicant,

the Superintendent shall, with the approval of the Minister, admit him at the beginning of the first term in the school year. O. Reg. 28/63, s. 6, *revised*.

7. An applicant who is eligible for admission under section 3, except for clause *a* of subsection 1 of section 3 and whose parent resides in Ontario may be admitted upon special permission of the Minister at the beginning of the first term in the school year. O. Reg. 28/63, s. 7, *revised*.

8. An applicant who is eligible for admission under section 3, except for subsection 3 of section 3 may be admitted to an Ontario school for the deaf at the beginning of the first term in the school year if,

(a) in the opinion of the Minister the admission is in the best interest of the applicant; and

(b) sufficient accommodation is available. O. Reg. 28/63, s. 8, *revised*.

9. An applicant,

(a) who is eligible for admission under section 3;

(b) who has been discharged in good standing from attendance at a residential school for the blind or the deaf outside Ontario; and

(c) whose parent has established residence in Ontario,

may be admitted at any time during the school year. O. Reg. 28/63, s. 9.

10. The Minister may appoint a committee to hear and determine any question concerning the eligibility for admission of applicants. O. Reg. 28/63, s. 10.

#### FEES

11. A pupil admitted under section 4, 7, 8 or 9 shall not be required to pay fees. O. Reg. 28/63, s. 11.

#### TRANSPORTATION

12. For a pupil whose parent resides in Ontario and for whom fees are not paid, the Minister may pay the railway fare in excess of \$6 child-fare and \$12 adult-fare for the trip from the school to the pupil's home at the end of each school term and for the return trip to the school at the beginning of the next term. O. Reg. 28/63, s. 12.

#### DUTIES OF PUPILS

13. A pupil at a school shall,

(a) except with the special permission of the Minister, be in attendance on the opening date of the first term in the school year;

(b) submit to such discipline as would be exercised by a kind, firm and judicious parent;

(c) be neat and clean in person and habits, diligent in his studies, kind and courteous to his fellow-pupils and obedient and respectful to the teachers and all other staff members;

(d) be responsible to the Superintendent for his conduct on the school premises; and

(e) leave the school premises only under conditions specified by the Superintendent. O. Reg. 28/63, s. 13.

#### DUTIES OF TEACHERS

14. A teacher at a school shall,

(a) be responsible for effective instruction in the subjects assigned to him, the management of his classes and the discipline in his classroom;

(b) co-operate with the Superintendent, Assistant Superintendent, the Instructors in Professional Training and the Dean of Residences, in securing a suitable selection, arrangement and correlation of the subject matter and materials of instruction;

(c) prepare for use of his classes a daily teaching outline based on the courses of study;

(d) assist in maintaining discipline in the school and in fostering school spirit and morale;

(e) carry out the supervisory duties assigned by the Superintendent; and

(f) make adequate provision in his daily program for the individual differences of the pupils in his classes so that each pupil may experience a reasonable amount of success. O. Reg. 28/63, s. 14.

#### DUTIES OF HOUSEPARENTS

15. A houseparent at a school shall,

(a) provide adequate supervision for the pupils entrusted to his care, giving special attention to their safety, health, comfort and to the development of good social graces;

(b) assist in maintaining discipline in the school;

(c) assist in the development of desirable play habits, health habits and good attitudes;

(d) complete successfully such in-service or other training programs as are established or required by the Superintendent; and

(e) carry out the supervisory duties assigned by the Superintendent. O. Reg. 28/63, s. 15.



## RESPONSIBILITIES OF PARENTS

## 16. The parent of a pupil enrolled in a school,

- (a) shall deposit with the bursar of the school such sum of money as in the opinion of the Superintendent is necessary to defray the personal incidental expenses of the pupil;
- (b) shall provide clothing of the type and in the amount specified by the Superintendent;
- (c) shall agree to the immunization and medical treatment recommended by the school physician;
- (d) shall authorize the Superintendent, upon the recommendation of the school physician, to arrange for the admission of the pupil to a hospital for treatment or surgery in case of emergency;
- (e) may visit the school at such times as are authorized by the Superintendent; and
- (f) shall guarantee payment of medical and dental expenses required during the school year, except for services normally provided by the school staff. O. Reg. 28/63, s. 16.

## DUTIES OF SUPERINTENDENT

## 17. The Superintendent shall,

- (a) be responsible for,
  - (i) the admission of pupils in accordance with this Regulation,
  - (ii) the assignment of pupils to classes,
  - (iii) the transfer and promotion of pupils from grade to grade, and
  - (iv) the maintenance of proper records of pertinent information regarding the home, health and school progress of each pupil enrolled;
- (b) be in charge of the organization, management and discipline of his school and ensure that proper supervision is maintained at all times;
- (c) at the request of the Minister or the Superintendent of Special Services furnish information with respect to the school premises, school discipline, the progress of pupils or any other matter affecting the interests of the school;
- (d) arrange for the inspection of the school premises daily and report promptly to the Superintendent of Special Services any repairs required and any lack of attention on the part of the staff;

- (e) instruct pupils in the care of the school premises;
- (f) determine the times at which pupils may leave the school premises and the times at which they may be visited;
- (g) notify the parent immediately if a pupil becomes seriously ill or requires hospital treatment off the school property;
- (h) notify the parent where a pupil injures or destroys school property and if damage is not made good within a reasonable length of time, notify the Superintendent of Special Services;
- (i) hold fire drill in the school and dormitories at least once each month and require that every pupil and staff member take part;
- (j) report promptly to the local medical officer of health and the Superintendent of Special Services any infectious or contagious disease in the school;
- (k) dismiss a pupil at any time for,

- (i) misconduct or failure to make satisfactory progress in school, or
- (ii) serious or continued ill health as certified by the legally qualified medical practitioner of the school; and

- (l) report the progress of each pupil to the parent at least once each term. O. Reg. 28/63, s. 17.

## QUALIFICATIONS OF TEACHERS

## 18. A teacher at an Ontario school for the blind or an Ontario school for the deaf shall,

- (a) hold a certificate qualifying him to teach in an elementary or secondary school in Ontario or a Letter of Standing granted under section 11, 12, 32, 33, 46 or 50 of Regulation 196 of Revised Regulations of Ontario, 1970; and
- (b) complete successfully such in-service or other training programs as are established or required by the Superintendent. O. Reg. 28/63, s. 18.

## SPECIALIST CERTIFICATE

19.—(1) Where the Superintendent, the Superintendent of Special Services and the Registrar report to the Deputy Minister on behalf of a teacher,

- (a) that he is qualified under clause *a* of section 18; and
- (b) that while a member of the staff of the school he has completed successfully an in-service training program consisting of lectures, observation and practice-teaching extending over at least one school year,

the Minister shall grant him a Specialist Certificate as Teacher of the Blind or a Specialist Certificate as Teacher of the Deaf in Form 1 or Form 2, as the case may be.

(2) Where a teacher who is on the staff of a school or is employed by a school board submits to the Deputy Minister evidence,

- (a) that he has completed successfully a program that the Minister considers equivalent to the program referred to in clause *b* of subsection 1;
- (b) that he is qualified under clause *a* of section 18; and
- (c) that he has passed an examination set by the Superintendent on the work of the program in clause *b* of subsection 1,

the Minister shall, upon the recommendation of the Superintendent, the Superintendent of Special Services and the Registrar, grant him a Specialist Certificate as Teacher of the Blind or a Specialist Certificate as Teacher of the Deaf in Form 1 or Form 2, as the case may be. O. Reg. 28/63, s. 19, revised.

**Form 1**

*The Department of Education Act*

**SPECIALIST CERTIFICATE AS TEACHER  
OF THE BLIND**

This is to certify that....., having complied with the regulations prescribed for The

Department of Education, is hereby granted a Specialist Certificate as Teacher of the Blind, valid in an Ontario school for the blind.

Dated at Toronto, this ..... day of .....  
19....

Registered No.....

.....  
Registrar

.....  
Minister of Education

O. Reg. 28/63, Form 1.

**Form 2**

*The Department of Education Act*

**SPECIALIST CERTIFICATE AS TEACHER  
OF THE DEAF**

This is to certify that....., having complied with the regulations prescribed for The Department of Education, is hereby granted a Specialist Certificate as Teacher of the Deaf, valid in oral classes for deaf children and in an Ontario school for the deaf.

Dated at Toronto, this ..... day of .....  
19....

Registered No.....

.....  
Registrar

.....  
Minister of Education

O. Reg. 28/63, Form 2.



## REGULATION 199

### under The Department of Education Act

#### PERMANENT TEACHING CERTIFICATES

##### INTERPRETATION

#### 1.—(1) In this Regulation,

- (a) "applicant" means an applicant for a certificate under this Regulation;
- (b) "Deputy Minister" means the Deputy Minister of Education.

(2) For the purpose of this Regulation, 400 days of teaching by an occasional teacher shall be deemed to be two years of teaching. R.R.O. 1960, Reg. 91, s. 1.

#### GENERAL REQUIREMENTS FOR PERMANENT TEACHING CERTIFICATES

2.—(1) Every applicant for a permanent teaching certificate under this Regulation shall submit to the Deputy Minister,

- (a) an application in Form 1; and
- (b) in the case of an applicant who was born outside the Commonwealth of Nations, evidence that he is a British subject or a Canadian citizen.

(2) An applicant shall not be granted a permanent teaching certificate under this Regulation until he has been recommended by the supervisory officer concerned in Form 2. R.R.O. 1960, Reg. 91, s. 2, *revised*.

#### PERMANENT SECOND CLASS CERTIFICATE

#### 3. Where an applicant,

- (a) complies with the requirements of section 2; and
- (b) submits to the Deputy Minister,
  - (i) his Interim Second Class Certificate, and
  - (ii) evidence of at least two years of successful teaching experience in an elementary school in which his interim certificate is valid, subsequent to the date of the interim certificate, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Second Class Certificate in Form 3 or Form 5, as the case may be. R.R.O. 1960, Reg. 91, s. 3, *revised*.

#### PERMANENT SECOND CLASS CERTIFICATE (FRENCH ONLY)

#### 4. Where an applicant,

- (a) complies with the requirements of section 2; and
- (b) submits to the Deputy Minister,
  - (i) his Interim Second Class Certificate (French Only), and
  - (ii) evidence of at least two years of successful experience in teaching French only, to English-speaking pupils in an elementary school, subsequent to the date of the interim certificate, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Second Class Teacher's Certificate (French Only) in Form 4. O. Reg. 95/66, s. 1, *revised*.

#### PERMANENT PRIMARY SCHOOL SPECIALIST'S CERTIFICATE

#### 5. Where an applicant,

- (a) complies with the requirements of section 2; and
- (b) submits to the Deputy Minister,
  - (i) his Interim Primary School Specialist's Certificate, and
  - (ii) evidence of at least two years of successful teaching experience in junior or senior kindergarten or in Grade 1 or 2 of an elementary school, subsequent to the date of the interim certificate, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Primary School Specialist's Certificate in Form 6. R.R.O. 1960, Reg. 91, s. 5, *amended*.



## PERMANENT KINDERGARTEN PRIMARY CERTIFICATE

## 6. Where an applicant,

(a) complies with the requirements of section 2; and

(b) submits to the Deputy Minister,

(i) his Interim Kindergarten Primary Certificate obtained through one years attendance at a teachers college in Ontario, and

(ii) evidence of at least two years of successful teaching experience in junior or senior kindergarten or in Grade 1 or 2 of an elementary school, subsequent to the date of the interim certificate, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Kindergarten Primary Certificate in Form 7. R.R.O. 1960, Reg. 91, s. 6, *amended*.

## PERMANENT ELEMENTARY SCHOOL TEACHER'S CERTIFICATE

## 7. Where an applicant,

(a) complies with the requirements of section 2; and

(b) submits to the Deputy Minister,

(i) his Interim Elementary-School Teacher's Certificate or his Interim Elementary-School Teacher's Certificate, Standard 1, 2, 3 or 4, and

(ii) evidence of at least two years of successful teaching experience in an elementary school in which his interim certificate is valid, subsequent to the date of his Interim Elementary-School Teacher's Certificate or the date upon which he became eligible to receive an Interim Elementary-School Teacher's Certificate, Standard 1,

the Minister shall grant him a corresponding Permanent Elementary-Teacher's Certificate, Standard 1, 2, 3 or 4 in Form 8 or Form 10, as the case may be. O. Reg. 140/62, s. 2.

## PERMANENT ELEMENTARY-SCHOOL TEACHER'S CERTIFICATE, STANDARD 1, 2, 3 or 4 (FRENCH ONLY)

## 8. Where an applicant,

(a) complies with the requirements of section 2; and

(b) submits to the Deputy Minister,

(i) his Interim Elementary-School Teacher's Certificate (French Only), and

(ii) evidence of at least two years of successful experience in teaching French only, to English-speaking pupils in an elementary school, subsequent to the date of the interim certificate, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Elementary-School Teacher's Certificate, Standard 1, 2, 3 or 4 (French Only) in Form 9. O. Reg. 95/66, s. 1, *revised*.

## PERMANENT HIGH SCHOOL ASSISTANT'S CERTIFICATE

## 9. Where an applicant,

(a) complies with the requirements of section 2; and

(b) submits to the Deputy Minister,

(i) his Interim High School Assistant's Certificate, and

(ii) evidence of at least two years of successful teaching experience in the academic classes of a secondary school, or in Grades 9 and 10 of an elementary school, subsequent to the date of the interim certificate, at least one year of which is in a secondary school, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent High School Assistant's Certificate in Form 11. R.R.O. 1960, Reg. 91, s. 8, *amended*.

## HIGH SCHOOL SPECIALIST'S CERTIFICATE

## 10.—(1) Where an applicant,

(a) complies with the requirements of section 2; and

(b) submits to the Deputy Minister,

(i) his Interim High School Assistant's Certificate, Type A, and

(ii) evidence of at least two years of successful teaching experience in the academic classes of a secondary school, as determined under subsection 2, subsequent to the date of the interim certificate, certified by the supervisory officer concerned,

the Minister shall grant him a High School Specialist's Certificate in Form 12.

(2) For the purpose of subclause ii of clause b of subsection 1, "two years of teaching experience" means, in the case of,

1. Art, two years of teaching Art, including at least one year in Grade 11 or 12.
2. Classics or Latin and Greek, two years of teaching Latin or Latin and Greek, including at least one year of teaching Latin in Grade 11, 12 or 13.
3. English, two years of teaching English, including at least one year in Grade 11, 12 or 13.
4. English and History, two years of teaching English and History, including at least one year of teaching English in Grade 11, 12 or 13 and at least one year of teaching History in Grade 11, 12 or 13.
5. English and French, two years of teaching English and French, including at least one year of teaching English in Grade 11, 12 or 13 and at least one year of teaching French in Grade 11, 12 or 13.
6. English and Latin, two years of teaching English and Latin, including at least one year of teaching English in Grade 11, 12 or 13 and at least one year of teaching Latin in Grade 11, 12 or 13.
7. French and German, two years of teaching French in Grade 9, 10, 11, 12 or 13 or German in Grade 11, 12 or 13, during which French is taught in Grade 11, 12 or 13 for at least one year.
8. French and Spanish, two years of teaching French in Grade 9, 10, 11, 12 or 13 or Spanish in Grade 11, 12 or 13, during which French is taught in Grade 11, 12 or 13 for at least one year.
9. French and Italian, two years of teaching French in Grade 9, 10, 11, 12 or 13 or Italian in Grade 11, 12 or 13, during which French is taught in Grade 11, 12 or 13 for at least one year.
10. Geography, two years of teaching Geography, including at least one year in Grade 11, 12 or 13.
11. History, two years of teaching History, including at least one year in Grade 11, 12 or 13.
12. Home Economics, two years of teaching Home Economics, including at least one year in Grade 11 or 12.
13. Latin and French, two years of teaching Latin and French, including at least one year of teaching Latin in Grade 11, 12 or 13 and at least one year of teaching French in Grade 11, 12 or 13.
14. Mathematics, two years of teaching General Mathematics, Algebra, Geometry, or Trigonometry and Statics, including at least one year in Grade 11, 12 or 13.
15. Mathematics and Physics, two years of teaching General Mathematics, Algebra, Geometry, or Trigonometry and Statics, including at least one year of teaching Algebra, Geometry, or Trigonometry and Statics in Grade 11, 12 or 13 and at least one year of teaching Physics in Grade 11, 12 or 13.
16. Vocal Music, two years of teaching Vocal Music, including at least one year in Grade 11, 12 or 13.
17. Instrumental Music, two years of teaching Instrumental Music, including at least one year in Grade 11, 12 or 13.
18. Physical Education, two years of teaching Physical Education, including at least one year in Grade 11, 12 or 13 in a school equipped with a gymnasium.
19. Science, Physics and Chemistry, Physics and Biology, or Applied Science, two years of teaching General Science, Physics, Chemistry, Botany, or Zoology, including at least one year of teaching any two of,
  - (a) Physics;
  - (b) Chemistry; and
  - (c) Botany or Zoology.
20. Agriculture, two years of teaching Agriculture or Agricultural Science or Science, including at least one year of,
  - (a) Agriculture in Grade 9, 10, 11 or 12 or Agricultural Science in Grade 11 or 12, with practical activities satisfactory to the inspector concerned; or
  - (b) Science in Grade 11 or 12.
21. French Language and Literature, two years of teaching French or French for French-speaking pupils, including at least one year in Grade 11, 12 or 13.



22. French and Russian, two years of teaching French in Grade 9, 10, 11, 12 or 13 or Russian in Grade 11, 12 or 13, during which French is taught in Grade 11, 12 or 13 for at least one year. R.R.O. 1960, Reg. 91, s. 9; O. Reg. 146/61, s. 1; O. Reg. 140/62, s. 3, *amended*.

#### PERMANENT VOCATIONAL CERTIFICATE

##### 11. Where an applicant,

- (a) complies with the requirements of section 2; and

- (b) submits to the Deputy Minister,

- (i) his Interim Vocational Certificate, Type B, and

- (ii) evidence of at least two years of successful teaching experience in a day vocational school or composite school or, with the permission of the Minister, in industrial arts classes of a high school or in shop work and drafting of the limited technical course in a high school,

the Minister shall grant him a Permanent Vocational Certificate in Form 13. R.R.O. 1960, Reg. 91, s. 10; O. Reg. 140/62, s. 4, *amended*.

#### VOCATIONAL SPECIALIST'S CERTIFICATE

##### 12. Where an applicant,

- (a) complies with the requirements of section 2; and

- (b) submits to the Deputy Minister,

- (i) his Interim Vocational Certificate, Type A,

- (ii) evidence of Grade 13 standing in English Composition and in five additional papers or standing that the Minister considers equivalent thereto, and

- (iii) evidence of at least two years of successful teaching experience in the subject or subjects covered by his interim certificate, in a day vocational school, subsequent to the date of the interim certificate, at least one year of which shall be in Grade 11 or 12, certified by the supervisory officer concerned,

the Minister shall grant him a Vocational Specialist's Certificate in Form 14. R.R.O. 1960, Reg. 91, s. 11, *revised*.

##### 13. In sections 14, 15 and 16,

- (a) "summer session" means a five-week summer session or an equivalent winter session leading to a special certificate under Regulation 205 of Revised Regulations of Ontario, 1970 or any predecessor thereof;

- (b) "university subject" means a university subject leading to the Bachelor of Arts degree from an Ontario university or a degree that the Minister considers equivalent thereto. O. Reg. 140/62, s. 5, *revised*.

##### 14. Where an applicant submits to the Deputy Minister,

- (a) his Permanent First Class Certificate, his Permanent Elementary-School Teacher's Certificate or his Permanent Elementary-School Teacher's Certificate, Standard 1; and

- (b) evidence of the successful completion of,

- (i) five university subjects beyond the Grade 13 level,

- (ii) five summer sessions,

- (iii) any combination of subjects or summer sessions referred to in subclauses i and ii to a total of five,

- (iv) the two-year course at an Ontario Normal School in the years 1927 to 1934, both inclusive, or

- (v) the course leading to an Interim Primary School Specialist's Certificate,

the Minister shall grant him a Permanent Elementary-School Teacher's Certificate, Standard 2 in Form 8 or Form 10, as the case may be. O. Reg. 140/62, s. 5.

##### 15.—(1) Subject to subsection 2, where an applicant submits to the Deputy Minister,

- (a) his Permanent First Class Certificate, his Permanent Elementary-School Teacher's Certificate or his Permanent Elementary-School Teacher's Certificate, Standard 1 or 2; and

- (b) evidence of the successful completion of,

- (i) five university subjects beyond the Grade 13 level or five summer sessions or any combination thereof to a total of five, and



- (ii) five university subjects beyond the Grade 13 level not included in subclause i,

the Minister shall grant him a Permanent Elementary-School Teacher's Certificate, Standard 3 in Form 8 or Form 10, as the case may be.

(2) Where before the 1st day of September, 1963 an applicant attended successfully a summer session not included in subclause i of clause b of subsection 1, he may substitute such summer session for one university subject required by subclause ii of clause b of subsection 1 to a total of five.

16. Where an applicant submits to the Deputy Minister,

- (a) his Permanent First Class Certificate, his Permanent Elementary-School Teacher's Certificate or his Permanent Elementary-School Teacher's Certificate, Standard 1, 2 or 3; and
- (b) evidence that he holds the Bachelor of Arts degree from an Ontario university or a degree that the Minister considers equivalent thereto,

the Minister shall grant him a Permanent Elementary-School Teacher's Certificate, Standard 4 in Form 8 or Form 10, as the case may be.

17. The Minister shall determine the order in which and the dates upon which applicants may apply for certificates under sections 13, 14, 15 and 16. O. Reg. 140/62, s. 5, *revised*.

#### PERMANENT OCCUPATIONAL CERTIFICATES

18.—(1) Where an applicant,

- (a) complies with the requirements of section 2; and
- (b) submits to the Deputy Minister,
  - (i) his Interim Occupational Certificate, Type B (General Subjects), and
  - (ii) evidence of at least two years of successful teaching of general subjects of the Occupational Program in a secondary school, subsequent to the date of the interim certificate, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Occupational Certificate (General Subjects) in Form 15.

(2) Where an applicant,

- (a) complies with the requirements of section 2; and
- (b) submits to the Deputy Minister,

- (i) his Interim Occupational Certificate, Type B (Practical Subjects), and
- (ii) evidence of at least two years of successful teaching of practical subjects of the Occupational Program in a secondary school, subsequent to the date of the interim certificate, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Occupational Certificate (Practical Subjects) in Form 16. O. Reg. 95/66, s. 1, *revised*.

#### OCCUPATIONAL SPECIALIST'S CERTIFICATE

19.—(1) Where an applicant,

- (a) complies with the requirements of section 2; and
- (b) submits to the Deputy Minister,
  - (i) his Interim Occupational Certificate, Type A (General Subjects),
  - (ii) evidence of at least two years of successful teaching of general subjects of the Occupational Program in a secondary school, subsequent to the date of the interim certificate, certified by the supervisory officer concerned,

The Minister shall grant him an Occupational Specialist's Certificate (General Subjects) in Form 17.

(2) Where an applicant,

- (a) complies with the requirements of section 2; and
- (b) submits to the Deputy Minister,
  - (i) his Interim Occupational Certificate, Type A (Practical Subjects), and
  - (ii) evidence of at least two years of successful teaching of practical subjects of the Occupational Program in a secondary school, subsequent to the date of the interim certificate, certified by the supervisory officer concerned,

the Minister shall grant him an Occupational Specialist's Certificate (Practical Subjects) in Form 18. O. Reg. 95/66, s. 1, *revised*.

Form 1

*The Department of Education Act*

APPLICATION FOR A PERMANENT  
TEACHING CERTIFICATE

To the Deputy Minister of Education:

Under the regulations prescribed for the Department  
of Education, I, .....  
(name in full, surname preceding)

hereby apply for a Permanent .....  
Certificate. (name)

I enclose my Interim ..... Certificate.  
(name)

At least two years of my teaching experience, subse-  
quent to the date of the interim certificate, have been  
as indicated below.

Name	From	To
of Grade(s)		
School taught	Day, Month, Year	Day, Month, Year

.....  
(signature)

.....  
(date) (address)

R.R.O. 1960, Reg. 91, Form 1.

Form 2

*The Department of Education Act*

RECOMMENDATION OF SUPERVISORY  
OFFICER

To the Deputy Minister:

I recommend that the permanent certificate re-  
quested in Form 1, attached hereto, be granted.

.....  
(date) (signature)

R.R.O. 1960, Reg. 91, Form 2, *revised*.

Form 3

*The Department of Education Act*

PERMANENT SECOND CLASS CERTIFICATE

This is to certify that .....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted a  
Permanent Second Class Certificate, valid in an  
elementary school.

Dated at Toronto, this ..... day of ....., 19..

Registered No. ....

..... Registrar	..... Minister of Education
R.R.O. 1960, Reg. 91, Form 3.	

Form 4

*The Department of Education Act*

PERMANENT SECOND CLASS CERTIFICATE  
(FRENCH ONLY)

This is to certify that .....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted a  
Permanent Second Class Certificate (French Only)  
valid for the teaching of French only, to English-  
speaking pupils in an elementary school.

Registered No. ....

Dated at Toronto, this ..... day of ....., 19....

..... Registrar	..... Minister of Education
O. Reg. 95/66, s. 2.	

Form 5

*The Department of Education Act*

PERMANENT SECOND CLASS CERTIFICATE

This is to certify that .....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted a  
Permanent Second Class Certificate, valid in elemen-  
tary-school classrooms attended by French-speaking  
pupils.

Dated at Toronto, this ..... day of ....., 19..

Registered No. ....

..... Registrar	..... Minister of Education
O. Reg. 95/66, s. 2, <i>amended</i> .	



**Form 6**

*The Department of Education Act*

**PERMANENT PRIMARY SCHOOL  
SPECIALIST'S CERTIFICATE**

This is to certify that.....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted a  
Permanent Primary School Specialist's Certificate,  
valid in Kindergarten and Grades 1 and 2 of an  
elementary school.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 91, Form 7.

**Form 7**

*The Department of Education Act*

**PERMANENT KINDERGARTEN PRIMARY  
CERTIFICATE**

This is to certify that.....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted a  
Permanent Kindergarten Primary Certificate, valid  
in Kindergarten and Grades 1 and 2 of an elementary  
school.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 91, Form 8.

**Form 8**

*The Department of Education Act*

**PERMANENT ELEMENTARY SCHOOL  
TEACHER'S CERTIFICATE**

This is to certify that.....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted a  
Permanent Elementary-School Teacher's Certificate,  
Standard.....valid in an elementary school.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 91, Form 9;  
O. Reg. 140/62, s. 7.

**Form 9**

*The Department of Education Act*

**PERMANENT ELEMENTARY- SCHOOL  
TEACHER'S CERTIFICATE STANDARD  
1, 2, 3 OR 4 (FRENCH ONLY)**

This is to certify that.....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted a  
Permanent Elementary-School Teacher's Certificate,  
Standard.....(French Only), valid for the  
1, 2, 3 or 4  
teaching of French only, to English-speaking pupils  
in an elementary school.

Registered No.....

Dated at Toronto, this.....day of....., 19....

.....  
Registrar Minister of Education

O. Reg. 95/66, s. 2.

**Form 10**

*The Department of Education Act*

**PERMANENT ELEMENTARY-SCHOOL  
TEACHER'S CERTIFICATE**

This is to certify that.....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted a  
Permanent Elementary-School Teacher's Certificate,  
Standard.....valid in elementary-school  
classrooms attended by French-speaking pupils.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

O. Reg. 146/61, s. 3; O. Reg. 140/62, s. 8, amended.



**Form 11***The Department of Education Act***PERMANENT HIGH SCHOOL ASSISTANT'S  
CERTIFICATE**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Permanent High School Assistant's Certificate, valid in the academic classes of a secondary school, or in Grades 9 and 10 of an elementary school.

The holder of this certificate was examined in the following subjects:

.....

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....

Registrar ..... Minister of Education

R.R.O. 1960, Reg. 91, Form 11, *amended*.

**Form 12***The Department of Education Act***HIGH SCHOOL SPECIALIST'S CERTIFICATE**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a High School Specialist's Certificate in....., valid in the academic classes of a secondary school, or in Grades 9 and 10 of an elementary school.

The holder of this certificate was examined in the following subjects of the teacher training course:

.....

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....

Registrar ..... Minister of Education

R.R.O. 1960, Reg. 91, Form 12, *amended*.

**Form 13***The Department of Education Act***PERMANENT VOCATIONAL CERTIFICATE**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a

Permanent Vocational Certificate in....., valid in a vocational school or composite school or in the limited technical course in a high school or for part-time instruction in industrial arts in a high school.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....

Registrar ..... Minister of Education

O. Reg. 140/62, s. 9, *amended*.

**Form 14***The Department of Education Act***VOCATIONAL SPECIALIST'S CERTIFICATE**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Vocational Specialist's Certificate in....., valid in a vocational school or composite school or in the limited technical course in a high school or for part-time instruction in industrial arts in a high school.

Dated at Toronto, this.....day of....., 19..

Registered No.....

.....

Registrar ..... Minister of Education

O. Reg. 140/62, s. 9, *amended*.

**Form 15***The Department of Education Act***PERMANENT OCCUPATIONAL CERTIFICATE  
(General Subjects)**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Permanent Occupational Certificate (General Subjects), valid for teaching general subjects in the Occupational Program in a secondary school.

Registered No.....

Dated at Toronto, this.....day of....., 19..

.....  
Registrar ..... Minister of Education

O. Reg. 95/66, s. 2.

Form 16

*The Department of Education Act*

PERMANENT OCCUPATIONAL CERTIFICATE  
(Practical Subjects)

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Permanent Occupational Certificate (Practical Subjects), valid for teaching practical subjects in the Occupational Program in a secondary school.

Registered No.....

Dated at Toronto, this.....day of....., 19..

.....  
Registrar Minister of Education

O. Reg. 95/66, s. 2.

Form 17

*The Department of Education Act*

OCCUPATIONAL SPECIALIST'S CERTIFICATE  
(General Subjects)

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Occupational Specialist's Certificate (General Sub-

jects), valid for teaching general subjects in the Occupational Program in a secondary school.

Registered No.....

Dated at Toronto, this.....day of....., 19....

.....  
Registrar Minister of Education

O. Reg. 95/66, s. 2.

Form 18

*The Department of Education Act*

OCCUPATIONAL SPECIALIST'S CERTIFICATE  
(Practical Subjects)

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Occupational Specialist's Certificate (Practical Subjects), valid for teaching practical subjects in the Occupational Program in a secondary school.

Registered No.....

Dated at Toronto, this.....day of....., 19..

.....  
Registrar Minister of Education

O. Reg. 95/66, s. 2.



## REGULATION 200

### under The Department of Education Act

#### PROGRAMS OF RECREATION

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "assistant municipal recreation director" means a municipal employee whose full-time service is devoted to the provision and supervision of a program of recreation;
- (b) "municipal recreation director" means a municipal employee whose full-time service is devoted to the provision, supervision and direction of a program of recreation;
- (c) "population" means the population determined by reference to the municipal census of the municipality for the year two years prior to the year for which the grant is calculated, less the number of inmates in public institutions in the municipality as certified by the clerk of the municipality;
- (d) "recreation committee" means a committee appointed by a municipal council to conduct a recreation program;
- (e) "recreation program" means a program for the provision of facilities for recreation and for the supervision, encouragement and guidance of recreational activity. O. Reg. 19/66, s. 1.

#### 2.—(1) Subject to the approval of the Minister,

- (a) a municipal council may by by-law appoint a recreation committee; or
- (b) two or more municipal councils of municipalities having a combined population of under 25,000 may by by-law or by-laws appoint a joint recreation committee.

(2) A recreation committee shall be composed of at least five members and not more than twelve, of whom at least two are members of the council or councils that appoint it. O. Reg. 19/66, s. 2.

##### GRANTS

3. For the purpose of legislative grants for programs of recreation, "approved maintenance and operating costs" means the cost incurred by a recreation committee in a year for,

- (a) renting and maintaining buildings, land, waterfronts or equipment;
- (b) office expenses;
- (c) supplies and expendable equipment;
- (d) advertising and publicity; and
- (e) each specific event or activity included in the general program of recreation, other than leadership salaries, and the costs included under clauses a, b, c and d and less fees, admissions and collections for that specific event or activity. O. Reg. 19/66, s. 3.

#### 4. An annual grant shall be paid to a municipal council where,

- (a) the council has provided a recreation program during the year for which the grant is paid;
- (b) the recreation program is approved by the Minister;
- (c) the recreation committee has incurred and the council has authorized the payment of the expenditures calculated in the approved maintenance and operating cost of the recreation program and the salaries in respect of which the grant is claimed under section 5. O. Reg. 19/66, s. 4.

#### 5.—(1) Subject to subsections 2 and 3 the amount of a grant for a year paid under section 4 is,

- (a)  $33\frac{1}{3}$  per cent of the salary of one municipal recreation director for the year and  $33\frac{1}{3}$  per cent of the salary of each assistant municipal recreation director for the year, but not exceeding,
  - (i) \$2,500 in respect of a municipal recreation director who holds a Permanent Municipal Recreation Director's Certificate, Type A,
  - (ii) \$2,000 in respect of a municipal recreation director who holds an Interim Municipal Recreation Director's Certificate, Type A,



- (iii) \$1,600 in respect of a municipal recreation director who holds a Permanent Municipal Recreation Director's Certificate, Type B,
  - (iv) \$1,200 in respect of a municipal recreation director who holds an Interim Municipal Recreation Director's Certificate, Type B,
  - (v) \$600 in respect of a municipal recreation director who does not hold one of the certificates referred to in subclause i, ii, iii or iv but who has been approved by the Minister for the purposes of the grant for that year; or
  - (vi) \$1,400 in respect of a municipal recreation director who does not hold a certificate qualifying him to be a municipal recreation director but who was, prior to the 31st day of December, 1964, approved by the Minister for the purpose of the grant for that year;
- (b) 33 $\frac{1}{3}$  per cent of the salary of each person, excluding municipal recreation directors and assistant municipal recreation directors, employed by the recreation committee for the purpose of program leadership or secretarial service, but not exceeding \$500 in respect of each person so employed; and
- (c) 25 per cent of the approved maintenance and operating costs for the year, but not exceeding \$1,000. O. Reg. 19/66, s. 5 (1); O. Reg. 93/66, s. 1; O. Reg. 151/66, s. 1; O. Reg. 419/67, s. 1.
- (2) The expenditures used in the calculation of a grant under subsection 1 for a year shall be those incurred in the preceding year. O. Reg. 19/66, s. 5 (2).
- (3) The total grant for a municipality with
- (a) of under 25,000 shall not exceed,
    - (i) \$5,000 under clauses *a* and *b* of subsection 1, and
    - (ii) \$6,000 under subsection 1;
  - (b) of 25,000 or more but under 75,000 shall not exceed,
    - (i) \$8,000 under clauses *a* and *b* of subsection 1, and
    - (ii) \$9,000 under subsection 1;
  - (c) of 75,000 or more but under 200,000 shall not exceed,
    - (i) \$11,000 under clauses *a* and *b* of subsection 1, and
    - (ii) \$12,000 under subsection 1; and
  - (d) of 200,000 or more shall not exceed,
    - (i) \$14,000 under clauses *a* and *b* of subsection 1, and
    - (ii) \$15,000 under subsection 1. O. Reg. 19/66, s. 5 (4).
6. Where a program of recreation that does not qualify for a grant under section 4 is conducted in territory without municipal organization or on a reserve within the meaning of the *Indian Act* (Canada), with the approval of the Minister, a special grant not exceeding \$5,000, may be paid. O. Reg. 19/66, s. 6.
- REDUCTION IN GRANTS
7. Where in any year the amount voted by the Legislature for the grants under this Regulation is insufficient to pay the grants in full, the Minister may make a *pro rata* reduction. O. Reg. 19/66, s. 7.

## REGULATION 201

under The Department of Education Act

### PURCHASE OF MILK

1. A board is authorized to purchase milk for free distribution to pupils in schools under its jurisdiction. R.R.O. 1960, Reg. 96, s. 1.

2. The authority of a board may be exercised on the terms and conditions,

(a) the distribution is effected only on school days between 8.45 a.m. and 4.00 p.m. and under the supervision and direction of the principal; and

(b) that the milk is consumed on the school premises. R.R.O. 1960, Reg. 96, s. 2.

## REGULATION 202

### under The Department of Education Act

#### REIMBURSEMENT FOR COST OF EDUCATION IN TERRITORIAL DISTRICTS OR CROWN LANDS

##### PART 1

#### 1. In this Part,

- (a) "cost of education" means the cost of education calculated in accordance with subsections 1 and 2 of section 72 of *The Schools Administration Act*;
- (b) "Crown establishment" means an establishment maintained by a Department of the Government of Canada, a Crown company, The Royal Canadian Mounted Police, or Atomic Energy of Canada Limited on lands held by the Crown in right of Canada that are not assessable for school purposes;
- (c) "Ontario Government establishment" means an establishment maintained by a Department of the Government of Ontario on lands held by the Crown in right of Ontario or by the Hydro-Electric Power Commission of Ontario on lands held by it and in respect of which no payment is made under the provisions of subsection 9 of section 47 of *The Power Commission Act*. O. Reg. 278/66, s. 1.

##### PUBLIC AND SEPARATE SCHOOLS

#### 2.—(1) Where a pupil,

- (a) resides in a territorial district;
- (b) is not resident in a school section or in a Crown establishment; and
- (c) attends a public school anywhere in Ontario,

the Minister shall reimburse the board for the cost of education of the pupil.

#### (2) Where a Roman Catholic pupil,

- (a) resides in a territorial district;
- (b) is not resident in a school section, separate school zone or Crown establishment; and
- (c) attends a separate school anywhere in Ontario,

the Minister shall reimburse the board for the cost of education of the pupil. O. Reg. 278/66, s. 2.

3. Where a pupil whose parent or guardian is not assessable for elementary school purposes,

- (a) resides in an Ontario Government establishment that does not form part of a school section; and
- (b) attends a public school or attends a separate school and is a Roman Catholic,

the Minister shall reimburse the board for the cost of education of the pupil. O. Reg. 278/66, s. 3.

#### 4. Where a pupil,

- (a) who is admitted to a training school under *The Training Schools Act*;
- (b) who is detained in a correctional institution as defined in *The Department of Correctional Services Act*; or
- (c) who is placed in an approved home as defined in *The Mental Hospitals Act*,

attends an elementary school, the Minister shall reimburse the board for the cost of education of the pupil. O. Reg. 408/69, s. 1.

#### 5. Where a pupil,

- (a) resides in a territorial district;
- (b) is not resident in a school division, a school section, a separate school zone, a secondary school district, or a Crown establishment;
- (c) attends either an elementary school or a secondary school; and
- (d) is provided by an elementary school board with transportation to and from school,

the Minister shall reimburse the board for its expenditure for the transportation of the pupil in an amount not in excess of the amount that would be eligible for general legislative grants in respect of transportation of the pupil if the jurisdiction of the board was considered to include the place of residence of the pupil, and the board may charge to the parent or guardian of the pupil the excess of the actual cost of transportation over the amount of the reimbursement provided by this section. O. Reg. 408/69, s. 3.



**6. Where a pupil,**

- (a) resides in a territorial district;
- (b) is not resident in a school division, school section or separate school zone;
- (c) attends an elementary school in Ontario;
- (d) is not provided with daily transportation to the school that he attends; and
- (e) whose parent or guardian under the provisions of subsection 12 of section 42 of *The Schools Administration Act* is reimbursed by the board of the elementary school that he attends for the cost of board and lodging and transportation once a week from his residence to school and return,

the Minister shall reimburse the elementary school board for the cost of board and lodging and transportation once a week from his residence to school and return in an amount not in excess of \$3.50 for each day of attendance as certified by the principal of the school that the pupil attends. O. Reg. 408/69, s. 3.

HIGH SCHOOLS, COLLEGIATE INSTITUTES,  
CONTINUATION SCHOOLS AND VOCATIONAL SCHOOLS

**7. Where a pupil,**

- (a) resides in a territorial district,
- (b) is not resident in a secondary school district or in a Crown establishment; and
- (c) attends a secondary school in Ontario,

the Minister shall reimburse the board for the cost of education of the pupil. O. Reg. 278/66, s. 8; O. Reg. 408/69, s. 4.

**8. Where a pupil whose parent or guardian is not assessable for secondary school purposes,**

- (a) resides in an Ontario Government establishment that does not form part of a secondary school district; and
- (b) attends a secondary school,

the Minister shall reimburse the board for the cost of education of the pupil. O. Reg. 278/66, s. 9.

**9. Where a pupil,**

- (a) who is admitted to a training school under *The Training Schools Act*; or
- (b) who is detained in a correctional institution as defined in *The Department of Correctional Services Act*;

attends a secondary school, the Minister shall reimburse the board for the cost of education of the pupil. O. Reg. 408/69, s. 5.

**10. Where a pupil,**

- (a) resides,
  - (i) in a territorial district;
  - (ii) in a residence that is fifteen miles or more by road or rail from a secondary school that he is eligible to attend;
- (b) is not resident in a school section, a separate school zone, a Crown establishment or a secondary school district;
- (c) attends a secondary school in Ontario;
- (d) is not provided by a school board with daily transportation to and from school; and
- (e) whose parent or guardian under the provisions of subsection 9 of section 42 of *The Schools Administration Act* is reimbursed by the board of the school that he attends for the cost of board and lodging and transportation once a week from his residence to school and return,

the Minister shall reimburse the secondary school board for the cost of the board and lodging and transportation once a week in an amount not in excess of \$3.50 for each day of attendance as certified by the principal of the secondary school that the pupil attends. O. Reg. 278/66, s. 12; O. Reg. 408/69, s. 7.

## GENERAL

**11. Where a pupil,**

- (a) resides in a territorial district;
- (b) is not resident in a school section, a separate school zone or a Crown establishment; and
- (c) attends a school operated by the Indian Affairs Branch of the Department of Indian Affairs and Northern Development,

the Minister shall reimburse the Crown in right of Canada for the cost of education of the pupil. O. Reg. 278/66, s. 13.

**12. Where a pupil,**

- (a) resides in a territorial district;

- (b) is not resident in a secondary school district or in a Crown establishment; and
- (c) attends a secondary school that is supported by local taxation in a province that adjoins Ontario,

the Minister shall reimburse the governing body of the secondary school for the cost of education of the pupil. O. Reg. 278/66, s. 14; O. Reg. 408/69, s. 8.

13. Where the enrolment of pupils for whose education the Minister reimburses the board under this Regulation is 5 per cent or more of the total enrolment of pupils at the schools operated by the board, the Minister may make payments on account of the reimbursement in the year in which the board provides the education. O. Reg. 278/66, s. 15.

## PART 2

### 14. In this Part,

- (a) "divisional board" means a divisional board as defined in section 69 of *The Secondary Schools and Boards of Education Act*;
- (b) "school" means a school in which classes for trainable retarded children are conducted by a divisional board;
- (c) "trainable retarded child" means a trainable retarded child as defined in section 69 of *The Secondary Schools and Boards of Education Act*. O. Reg. 408/69, s. 9.

### 15. Where a trainable retarded child,

- (a) resides with his parent or guardian in a territorial district but not in a school division, school section or separate school zone; or

- (b) is placed in an approved home, as defined in section 1 of *The Mental Hospitals Act*; and

- (c) attends a school,

the Minister shall reimburse the divisional board that operates the school for the cost of education of the child, such cost to be determined in accordance with the provisions of section 72 of *The Schools Administration Act*. O. Reg. 408/69, s. 9.

### 16. Where a trainable retarded child,

- (a) resides with his parent or guardian in a territorial district but not in a school division, school section or separate school zone;
- (b) attends a school;
- (c) is not provided with daily transportation to the school that he attends; and
- (d) whose parent or guardian under the provisions of subsection 3 of section 79 of *The Secondary Schools and Boards of Education Act* is reimbursed by the divisional board of the school that he attends for the cost of board and lodging and transportation once a week from his residence to school and return,

the Minister shall reimburse the divisional board for the cost of board and lodging and transportation once a week from his residence to school and return in an amount not in excess of \$4.50 for each day of attendance as certified by the principal of the school that the pupil attends. O. Reg. 408/69, s. 9.



## REGULATION 203

### under The Department of Education Act

#### SCHOLARSHIPS FOR STUDY OUTSIDE ONTARIO

##### INTERPRETATION

1. In this Regulation "applicant" means an applicant for a scholarship. R.R.O. 1960, Reg. 99, s. 1.

##### NUMBER AND AMOUNT OF SCHOLARSHIPS

2.—(1) There shall be four scholarships, each of \$2,500 payable in two instalments of \$1,250 each, awarded annually by the Minister for the purpose of enabling residents of Ontario to pursue courses of study outside Ontario. O. Reg. 301/66, s. 1.

(2) The first instalment shall be paid upon award and the second instalment upon completion of the first four months of the course. R.R.O. 1960, Reg. 99, s. 2(2).

##### COURSES OF STUDY

3. The courses of study shall be those prescribed by a school, university or other institution outside Ontario and approved by the Deputy Minister of Education. R.R.O. 1960, Reg. 99, s. 3; O. Reg. 124/65, s. 1.

##### APPLICATION AND QUALIFICATIONS

4. An applicant shall,

- (a) make application in writing to the Deputy Minister of Education on or before the 31st day of December;
- (b) state in his application the course of study he proposes to pursue; and
- (c) submit with his application,
  - (i) evidence that he is a resident of Ontario,
  - (ii) evidence that he holds a university degree that is acceptable for the purpose of admission to the course of study leading to the Interim High School Assistant's Certificate, Type B at an Ontario College of Education or that is acceptable for the purpose of obtaining an Interim Elementary-School Teacher's Certificate, Standard 4,

(iii) evidence that he holds a certificate qualifying him to teach in an elementary or secondary school in Ontario,

(iv) evidence of other attainments and qualifications, including his fitness to pursue the course of study, and

(v) evidence that his employer will grant him leave of absence from his duties if he is awarded a scholarship. R.R.O. 1960, Reg. 99, s. 4; O. Reg. 124/65, s. 2.

##### TERMS

5.—(1) A successful applicant shall,

- (a) give a written undertaking to the Minister to devote at least three years to educational work in Ontario upon completion of his course;
- (b) upon enrolling in his course report to the Minister the name of the course, the length and scope thereof and the name of the school, university or other institution he is attending;
- (c) upon the completion of the first three months of his course forward to the Minister a progress report signed by each of his instructors or teachers;
- (d) at the request of the Minister forward additional progress reports signed by each of his instructors or teachers; and
- (e) upon his return to Ontario notify the Minister of the work he proposes to undertake.

(2) Where under clause *c* or *d* of subsection 1 the Minister receives an unsatisfactory report, he may withhold the second instalment of the scholarship. R.R.O. 1960, Reg. 99, s. 5.

6. Upon application, the Minister may release the applicant from his undertaking under clause *a* of subsection 1 of section 5. R.R.O. 1960, Reg. 99, s. 6.

##### LIMITATION

7. No person shall be awarded more than one scholarship under this Regulation. R.R.O. 1960, Reg. 99, s. 7.



## REGULATION 204

### under The Department of Education Act

#### SCHOOLS FOR TRAINABLE RETARDED CHILDREN

##### 1. In this Regulation,

- (a) "admissions board" means the admissions board referred to in section 77 of *The Secondary Schools and Boards of Education Act*;
- (b) "child" means a trainable retarded child as defined in section 69 of *The Secondary Schools and Boards of Education Act*;
- (c) "divisional board" means a divisional board as defined in section 69 of *The Secondary Schools and Boards of Education Act*;
- (d) "local association" means a local association as defined in section 69 of *The Secondary Schools and Boards of Education Act*;
- (e) "school" means a school in which classes for trainable retarded children are conducted by a board;
- (f) "school term" means a school term as provided for in section 3 of *The Schools Administration Act*;
- (g) "school year" means a school year as provided for in section 3 of *The Schools Administration Act*;
- (h) "voluntary helper" means a person who serves without remuneration on the staff of a school. O. Reg. 346/68, s. 1.

2.—(1) Subject to subsection 2, a child may attend only the morning classes or the afternoon classes, and the total number of hours in the morning or afternoon classes shall be at least two and one-half, but not more than three.

##### (2) Where,

- (a) a legally qualified medical practitioner approves in writing the attendance of a child who is at least ten years of age and under eighteen years of age;
- (b) the admissions board approves; and
- (c) the number of school hours is at least five but not more than five and one-half in a day, exclusive of one hour for lunch,

the child may attend both the morning and afternoon classes. O. Reg. 346/68, s. 2.

3.—(1) No child shall be admitted to a school unless,

- (a) he has had an intellectual assessment conducted by a person who is deemed competent for the purpose by the admissions board and a medical examination conducted by a legally qualified medical practitioner;
- (b) he is toilet-trained;
- (c) he is admitted at the beginning of a school term, and
  - (i) will have attained the age of five years on or before the end of the term, and
  - (ii) is enrolled only until the end of the school year in which he attains the age of eighteen years; and
- (d) his admission is approved by the admissions board.

(2) An otherwise eligible child who has previously attended a school and whose parent or guardian establishes residence in the area served by another school may be enrolled in that school at any time.

(3) The admissions board may, after a hearing, dismiss from the school any child who is incorrigible or unable to profit by the instruction. O. Reg. 346/68, s. 3.

4. Where the Minister of Indian Affairs and Northern Development for Canada,

- (a) requests admission for a child who,
  - (i) is eligible for admission under section 3, and
  - (ii) is an Indian registered as an Indian or entitled to be registered as an Indian under the *Indian Act* (Canada); and
- (b) agrees to pay a tuition fee in accordance with subsection 3 of section 72 of *The Schools Administration Act*,

the admissions board of a school may admit the child at the beginning of a school term. O. Reg. 346/68, s. 4.

5. The principal of a school shall,

- (a) ensure that the child is subject to such discipline as may be exercised by a kind and judicious parent of a trainable retarded child;
- (b) keep a register or registers of the daily attendance of the children;
- (c) group the children into classes;
- (d) assign duties to teachers and voluntary helpers;
- (e) be responsible for the educational program within the school;
- (f) complete such reports as are required from time to time by the divisional board and the Department;
- (g) inspect the school premises daily and report promptly to the board,
  - (i) any repairs required, and
  - (ii) any lack of attention on the part of the caretaker; and
- (h) hold a fire drill in the school,
  - (i) at least three times during the fall school term, and
  - (ii) at least once during each of the periods from the 1st day of January to the 31st day of March and from the 1st day of April to the 30th day of June. O. Reg. 346/68, s. 5.

6. The director of education or another supervisory officer designated by the divisional board that operates the school or, where the divisional board does not appoint supervisory officers, the area superintendent designated by the Minister to supervise the school shall visit the school each year and shall perform such duties as are required to be performed under *The Schools Administration Act* and, notwithstanding section 5, during visits to a school may assume any of the authority otherwise exercised by the principal. O. Reg. 346/68, s. 6.

7. A divisional board shall,

- (a) appoint for each school that it operates a principal and an adequate number of teachers;
- (b) arrange for the appointment of such other employees as are necessary to operate the school, set the terms on which they are to be employed, fix their salaries and prescribe their duties; and

- (c) make it possible for the local association to use the building outside school hours. O. Reg. 346/68, s. 7.

8. Notwithstanding clause *a* of section 7 and subject to section 10, where a school for trainable retarded children is conducted in the same building as an elementary school, the principal of the elementary school, if he meets the requirements of section 9, shall be principal of the school for trainable retarded children. O. Reg. 346/68, s. 8.

9.—(1) Subject to subsection 2, a teacher of trainable retarded children shall hold,

- (a) one of,
  - (i) a teaching certificate or Letter of Standing valid in the elementary schools of Ontario,
  - (ii) a Diploma in Pre-School Education obtained at Ryerson Polytechnical Institute,
  - (iii) a Diploma in Child Study obtained at the Institute of Child Study of the University of Toronto,
  - (iv) a Diploma in Early Childhood Education obtained at an Ontario college of applied arts and technology, or
  - (v) training the Minister considers equivalent thereto; and
- (b) an Elementary Certificate in Teaching Trainable Retarded Children.

(2) A person not qualified under subsection 1,

- (a) who has been employed as a teacher of trainable retarded children for at least ten months immediately prior to the 30th day of June, 1969;
- (b) whose services are considered to be satisfactory by the supervisory officer concerned; and
- (c) who has successfully completed prior to the 1st day of September, 1969, the elementary course for teachers of trainable retarded children, provided by the Department,

shall be deemed to be qualified as a teacher of trainable retarded children. O. Reg. 346/68, s. 9, revised.



10.—(1) Subject to subsection 2, no person shall be the principal of a school for trainable retarded children having an enrolment of 100 or more, unless he holds,

- (a) a Permanent First Class Certificate or a Permanent Elementary-School Teacher's Certificate;
- (b) the degree of bachelor of arts or bachelor of science from an Ontario university or a degree that the Minister considers equivalent thereto; and
- (c) the Intermediate Certificate in Teaching Trainable Retarded Children.

(2) Where a person who does not meet the requirements of subsection 1 was employed for at least ten months immediately prior to the 30th

day of June, 1969, as principal of a school for trainable retarded children having an enrolment of 100 or more, he shall be deemed to be qualified as the principal of any school operated by the divisional board that operates the school of which he was principal. O. Reg. 346/68, s. 10, *revised*.

11.—(1) A divisional board that operates more than one school may appoint a co-ordinator of schools who shall have met the requirements of section 10.

(2) Where a person who has not met the requirements of subsection 1 was employed as a supervising principal of schools for at least ten months immediately prior to the 30th day of June, 1969, he shall be deemed to be qualified as a co-ordinator of those schools. O. Reg. 346/68, s. 11.



## REGULATION 205

### under The Department of Education Act

#### SPECIAL CERTIFICATES

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "candidate" means a candidate for a certificate under this Regulation;
- (b) "course" means a summer course or a winter course established by the Minister or a similar course offered at a college or faculty of education;
- (c) "Deputy Minister" means Deputy Minister of Education;
- (d) "principal" means the principal of a course;
- (e) "Registrar" means the Registrar of the Department. R.R.O. 1960, Reg. 101, s. 1, *revised*.

##### ENROLMENT

2. Where there is insufficient accommodation, the Minister may restrict the number of persons enrolled in a course. R.R.O. 1960, Reg. 101, s. 2.

##### LENGTH OF COURSES

3. The courses leading to the special certificates provided for in this Regulation shall be summer courses in one or more sessions of five weeks each, or winter courses of equivalent length, established by the Minister. R.R.O. 1960, Reg. 101, s. 3.

##### GENERAL ADMISSION REQUIREMENTS

4.—(1) Where an applicant for admission to a course is required to comply with this section, the applicant shall hold,

- (a) a certificate qualifying him to teach in an elementary or secondary school in Ontario; or
- (b) a Letter of Standing granted under section 11, 12, 32, 33, 45 or 49 of Regulation 196 of Revised Regulations of Ontario, 1970.

(2) Where a candidate is admitted to a course under clause b of subsection 1, a certificate shall not be issued to him under this Regulation until he holds the proper teaching certificate. R.R.O. 1960, Reg. 101, s. 4.

##### SUCCESSFUL COMPLETION OF A COURSE

#### 5. Where a candidate has,

- (a) complied with the requirements for admission to a course;
- (b) attended the course regularly;
- (c) completed the term work to the satisfaction of the principal and the staff; and
- (d) passed the final examinations,

the principal and the Registrar shall report to the Deputy Minister on his behalf that he has successfully completed the course. R.R.O. 1960, Reg. 101, s. 5.

##### PERMANENT CERTIFICATES

6. A permanent certificate shall not be granted under this Regulation where the candidate does not hold a permanent teaching certificate valid in an elementary or a secondary school. O. Reg. 143/62, s. 1.

#### PART I

##### AGRICULTURE

##### ELEMENTARY AGRICULTURE CERTIFICATE

7.—(1) The course leading to an Elementary Agriculture Certificate shall consist of two summer sessions.

(2) An applicant for admission to the course shall comply with the requirements of section 4.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Elementary Agriculture Certificate in Form 1.

#### (4) Where a candidate,

- (a) holds a certificate qualifying him to teach in an elementary school; and
- (b) submits to the Deputy Minister evidence that he has completed successfully the Grades 9, 10, 11 and 12 courses in agricultural science,

the Minister shall grant him an Elementary Agriculture Certificate in Form 1.

- (5) Where a candidate,
- (a) hold a certificate qualifying him to teach in an elementary school; and
  - (b) submits to the Deputy Minister evidence that he has completed successfully,
    - (i) two of the Grades 9, 10, 11 and 12 courses in agricultural science, and
    - (ii) a course in science at an Ontario teachers college,

the Minister shall grant him an Elementary Agriculture Certificate in Form 1.

- (6) Where a candidate,
- (a) holds a certificate qualifying him to teach in an elementary school; and
  - (b) submits to the Deputy Minister evidence that he has successfully completed the first year of the University of Guelph course leading to the degree of Bachelor of Scientific Agriculture,

the Minister shall grant him an Elementary Agriculture Certificate in Form 1. R.R.O. 1960, Reg. 101, s. 6, *revised*.

#### INTERMEDIATE AGRICULTURE CERTIFICATE

8.—(1) The course leading to an Intermediate Agriculture Certificate shall consist of two summer sessions.

- (2) An applicant for admission to the course shall hold,
- (a) an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate, where science was one of the subjects in which he was examined; or
  - (b) an Interim High School Assistant's Certificate, Type A or a High School Specialist's Certificate, in one of the science subjects.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Intermediate Agriculture Certificate in Form 2.

- (4) Where a candidate,
- (a) holds a certificate qualifying him to teach in a secondary school; and
  - (b) submits to the Deputy Minister evidence that he has successfully completed at

least two years of the University of Guelph course leading to the degree of Bachelor of Scientific Agriculture,

the Minister shall grant him an Intermediate Agriculture Certificate in Form 2. R.R.O. 1960, Reg. 101, s. 7, *revised*.

#### PERMANENT SPECIALIST CERTIFICATE IN AGRICULTURE

9. Where a candidate submits to the Deputy Minister,

- (a) his Interim Specialist Certificate in Agriculture; and
- (b) evidence of two years of successful teaching experience in agricultural science, at least one year of which was in Grade 11 or 12, certified by the supervisory officer concerned and by the Inspector of Agricultural classes,

the Minister shall grant him a Permanent Specialist Certificate in Agriculture in Form 3. R.R.O. 1960, Reg. 101, s. 8, *revised*.

#### PART II

##### ART

#### ELEMENTARY ART CERTIFICATE

10.—(1) The course leading to an Elementary Art Certificate shall consist of one summer session.

(2) An applicant for admission to the course shall comply with the requirements of section 4.

(3) Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has,

- (a) successfully completed the course, under section 5; and
- (b) in the opinion of the principal and staff shown,

(i) intelligent insight into the use of art in general education, and

(ii) a reasonable technical skill in the manual work completed in the course,

the Minister shall grant him an Elementary Art Certificate in Form 4. R.R.O. 1960, Reg. 101, s. 9.

#### INTERMEDIATE ART CERTIFICATE

11.—(1) The course leading to an Intermediate Art Certificate shall consist of two summer sessions.



(2) An applicant for admission to the course shall hold an Elementary Art Certificate.

(3) Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has,

(a) successfully completed the course, under section 5; and

(b) in the opinion of the principal and staff, shown,

(i) intelligent insight into the use of art in general education,

(ii) a reasonable technical skill in the manual work completed in the course, and

(iii) knowledge of recent developments in philosophy, psychology and pedagogy and their effect upon art as taught in the schools of Ontario,

the Minister shall grant him an Intermediate Art Certificate in Form 5. R.R.O. 1960, Reg. 101, s. 10.

#### SUPERVISOR'S CERTIFICATE IN ART

12.—(1) The course leading to a Supervisor's Certificate in Art shall consist of one summer session.

(2) An applicant for admission to the course shall,

(a) hold,

(i) a certificate qualifying him to teach in an elementary school in Ontario, or

(ii) a Letter of Standing granted under section 11, 12, 32 or 33 of Regulation 196 of Revised Regulations of Ontario, 1970; and

(b) hold an Intermediate Art Certificate.

(3) Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate,

(a) that he has successfully completed the course, under section 5; and

(b) that he has, in the opinion of the principal and staff, shown,

(i) intelligent insight into the use of art in general education,

(ii) a reasonable technical skill in the manual work completed in the course,

(iii) ability in two-dimensional and three-dimensional work, and

(iv) a knowledge of historical trends in design,

the Minister shall grant him a Supervisor's Certificate in Art in Form 6. R.R.O. 1960, Reg. 101, s. 11, *revised*.

#### SPECIALIST CERTIFICATE IN ART

13.—(1) The course leading to a Specialist Certificate in Art shall consist of one summer session.

(2) An applicant for admission to the course shall,

(a) hold,

(i) a certificate qualifying him to teach in the academic classes of a secondary school, or

(ii) a Letter of Standing issued under section 45 of Regulation 196 of Revised Regulations of Ontario, 1970; and

(b) an Intermediate Art Certificate.

(3) Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate,

(a) that he has successfully completed the course, under section 5; and

(b) that he has, in the opinion of the principal and staff, shown,

(i) intelligent insight into the use of art in general education,

(ii) a reasonable technical skill in the manual work completed in the course,

(iii) ability in two-dimensional and three-dimensional work, and

(iv) a knowledge of historical trends in design,

the Minister shall grant him a Specialist Certificate in Art in Form 7. R.R.O. 1960, Reg. 101, s. 12, *amended*.



## PART III

## AUDIO VISUAL METHODS

14.—(1) The course leading to an Audio-Visual Methods Certificate shall consist of one summer session.

(2) An applicant for admission to the course shall comply with the requirements of section 4.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Audio-Visual Methods Certificate in Form 8. R.R.O. 1960, Reg. 101, s. 13.

## PART IV

## SPECIAL EDUCATION

ELEMENTARY SPECIAL EDUCATION  
CERTIFICATE

15.—(1) The course leading to an Elementary Special Education Certificate shall consist of one summer session.

(2) An applicant for admission to the course shall,

(a) comply with the requirements of section 4; and

(b) submit to the Deputy Minister evidence of two years of successful teaching experience, at least one of which shall have been in the schools of Ontario, certified by the supervisory officer concerned.

(3) Where, under section 5 the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Elementary Special Education Certificate in Form 9. R.R.O. 1960, Reg. 101, s. 14, *amended*.

## INTERMEDIATE SPECIAL EDUCATION CERTIFICATE

16.—(1) The course leading to an Intermediate Special Education Certificate shall consist of one summer session.

(2) An applicant for admission to the course shall hold an Elementary Special Education Certificate or an Elementary Auxiliary Education Certificate.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Intermediate Special Education Certificate in Form 10. R.R.O. 1960, Reg. 101, s. 15, *amended*.

SPECIALIST CERTIFICATE IN SPECIAL  
EDUCATION

17.—(1) The course leading to a Specialist Certificate in Special Education shall consist of one summer session.

(2) An applicant for admission to the course shall hold an Intermediate Special Education Certificate or an Intermediate Auxiliary Education Certificate. R.R.O. 1960, Reg. 101, s. 16, *amended*.

18.—(1) A candidate for the Specialist Certificate in Special Education shall submit to the Director of the Special Education Branch of the Department three typewritten copies of a detailed description of field work, an outline of which has been approved by the Director.

(2) The description of the field work shall be submitted not earlier than six months following the completion of the course.

(3) The candidate shall agree not to publish the description of his field work without the written consent of the Minister. R.R.O. 1960, Reg. 101, s. 17, *amended*.

19.—(1) Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate,

(a) that he has,

(i) successfully completed the course, under section 5,

(ii) complied with the requirements of section 18, and

(iii) submitted evidence of successful experience in special education certified by the supervisory officer concerned and the Director of the Special Education Branch of the Department; and

(b) that his description of field work is satisfactory to the Director of the Special Education Branch of the Department,

the Minister shall grant him a Specialist Certificate in Special Education in Form 11.

(2) Where a candidate submits to the Deputy Minister evidence,

(a) that he has been granted an Interim Supervisor's Certificate in Auxiliary Education under former regulations at a time when he held the degree of Bachelor of Arts from an Ontario university or a degree that the Minister considers equivalent thereto; and

- (b) of successful experience in special education certified by the supervisory officer concerned and the Director of the Special Education Branch of the Department,

the Minister shall grant him a Specialist Certificate in Auxiliary Education in Form 11.

(3) Where a candidate submits to the Deputy Minister evidence,

- (a) that he holds a Supervisor's Certificate in Auxiliary Education granted under former regulations;
- (b) that he has complied with the requirements of section 18; and
- (c) of successful experience in special education certified by the supervisory officer concerned and the Director of the Special Education Branch of the Department,

the Minister shall grant him a Specialist Certificate in Special Education in Form 11. R.R.O. 1960, Reg. 101, s. 18, *amended*.

#### PART V

#### COMMERCIAL

##### ELEMENTARY COMMERCIAL CERTIFICATE

20. Where a dean of a college or faculty of education reports to the Deputy Minister on behalf of a candidate that he has,

- (a) successfully completed the course leading to an Elementary Commercial Certificate; or
- (b) before the 1st day of September, 1964, successfully completed the work formerly required for the Elementary Commercial Certificate,

the Minister shall grant him an Elementary Commercial Certificate in Form 12. O. Reg. 143/62, s. 2, *revised*.

##### INTERMEDIATE COMMERCIAL CERTIFICATES

21.—(1) Where a dean of a college or faculty of education reports to the Deputy Minister on behalf of a candidate that he has successfully completed the course leading to an Intermediate Accountancy Certificate, the Minister shall grant him an Intermediate Accountancy Certificate in Form 13.

(2) Where a dean of a college or faculty of education reports to the Deputy Minister on behalf of a candidate that he has successfully completed the course leading to an Intermediate Secretarial Certificate, the Minister shall grant him an Intermediate Secretarial Certificate in Form 14. O. Reg. 143/62, s. 2, *revised*.

##### SPECIALIST COMMERCIAL CERTIFICATES

22.—(1) Where a dean of a college or faculty of education reports to the Deputy Minister on behalf of a candidate that he has successfully completed the course leading to an Interim Specialist Accountancy Certificate, the Minister shall grant him an Interim Specialist Accountancy Certificate in Form 15.

(2) Where a candidate submits to the Deputy Minister,

- (a) his Interim Specialist Accountancy Certificate; and
- (b) evidence of two years of successful teaching experience in commercial work subsequent to the date of the interim certificate, including at least one year in any two of Typewriting, Shorthand, Office Practice, Bookkeeping, Penmanship, Business Law, Commercial Arithmetic, Economics, and at least one year in Grade 11 or 12 in any one of Typewriting and Office Practice, Bookkeeping, or Economics, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Specialist Accountancy Certificate in Form 16.

(3) Where a dean of a college or faculty of education reports to the Deputy Minister on behalf of a candidate that he has successfully completed the course leading to an Interim Specialist Secretarial Certificate, the Minister shall grant him an Interim Specialist Secretarial Certificate in Form 17.

(4) Where a candidate submits to the Deputy Minister,

- (a) his Interim Specialist Secretarial Certificate; and
- (b) evidence of two years of successful teaching experience in commercial work subsequent to the date of the interim certificate, including at least one year in any two of Shorthand, Typewriting, Office Practice, Bookkeeping, Penmanship, Business Law, Commercial Arithmetic, Economics, and at least one year in Grade 11 or 12 in any one of Shorthand, Typewriting and Office Practice, or Economics, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Specialist Accountancy Certificate in Form 18.

(5) Where, before the 1st day of September, 1964, a candidate submits to the Deputy Minister,

- (a) his Interim Specialist Commercial Certificate granted under this Part or any predecessor of this Part; and



- (b) evidence of two years of successful teaching experience in commercial work subsequent to the date of the interim certificate, including at least one year in any two of Shorthand, Typewriting, Bookkeeping, Penmanship, Business Law, Commercial Arithmetic, Economics, and at least one year in Grade 11 or 12 in any one of Shorthand, Typewriting and Office Practice, Bookkeeping, or Economics, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Specialist Commercial Certificate in Form 19. O. Reg. 143/62, s. 2, *revised*.

## PART VI

### GUIDANCE

#### ELEMENTARY GUIDANCE CERTIFICATE

**23.**—(1) The course leading to an Elementary Guidance Certificate shall consist of one summer session.

(2) An applicant for admission to the course shall,

- (a) comply with the requirements of section 4; and
- (b) submit to the Deputy Minister evidence of two years of successful teaching experience, at least one of which shall have been in the elementary or secondary schools of Ontario, certified by the supervisory officer concerned.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Elementary Guidance Certificate in Form 20. R.R.O. 1960, Reg. 101, s. 22, *revised*.

#### EX-SERVICE PERSONNEL

**24.**—(1) Where a candidate,

- (a) holds a certificate qualifying him to teach in an elementary or secondary school in Ontario;
- (b) submits to the Deputy Minister evidence of at least two years of successful teaching experience in an elementary or secondary school in Ontario, certified by the supervisory officer concerned;
- (c) has been honourably discharged from active service in Her Majesty's Forces in World War II; and
- (d) obtained the certificate in clause *a* prior to his enlistment in Her Majesty's Forces in World War II,

he may make application to the Deputy Minister for an Elementary Guidance Certificate upon qualifying therefor,

- (e) by completing between the 1st day of February and the 30th day of April next following the date of his application, such term work in reading, bibliographies, testing and essays as is prescribed by the order of the Minister; and
- (f) by taking a final examination that shall be held during the first three weeks of July.

(2) The application shall,

- (a) be made on or before the 31st day of January in the year in which the applicant seeks to qualify; and
- (b) be accompanied by evidence that the applicant has complied with clauses *a*, *c* and *d* of subsection 1.

(3) Where an applicant has,

- (a) qualified under subsection 1;
- (b) successfully completed the term work in reading, bibliography, testing and essays; and
- (c) passed the final examination,

the Minister shall grant him an Elementary Guidance Certificate in Form 20. R.R.O. 1960, Reg. 101, s. 23, *revised*.

**25.** Where a candidate submits to the Deputy Minister,

- (a) a Vocational Guidance Certificate or an Educational Counselling Certificate granted by the Minister prior to the 1st day of September, 1945; and
- (b) a permanent teaching certificate qualifying him to teach in an elementary or secondary school in Ontario,

the Minister shall grant him an Elementary Guidance Certificate in Form 20. R.R.O. 1960, Reg. 101, s. 24.

#### INTERMEDIATE GUIDANCE CERTIFICATE

**26.**—(1) The course leading to an Intermediate Guidance Certificate shall consist of one summer session.

(2) An applicant for admission to the course shall hold an Elementary Guidance Certificate.



(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Intermediate Guidance Certificate in Form 21. R.R.O. 1960, Reg. 101, s. 25.

#### SPECIALIST CERTIFICATE IN GUIDANCE

**27.**—(1) The course leading to a Specialist Certificate in Guidance shall consist of one summer session.

(2) An applicant for admission to the course shall hold an Intermediate Guidance Certificate. R.R.O. 1960, Reg. 101, s. 26.

**28.**—(1) A candidate for the Specialist Certificate in Guidance shall submit to the Director of Guidance Services three typewritten copies of a report on an original study in the field of guidance, an outline of which has been approved by the Director.

(2) The report on the original study shall be submitted not earlier than six months following the completion of the course.

(3) The candidate shall agree not to publish the report without the written consent of the Minister. R.R.O. 1960, Reg. 101, s. 27.

**29.** Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate,

- (a) that he has,
  - (i) successfully completed the course, under section 5,
  - (ii) complied with the requirements of section 28, and
  - (iii) submitted evidence of successful experience in guidance, certified by the supervisory officer concerned and the Director of Guidance Services; and
- (b) that his report on the original study is satisfactory to the Director of Guidance Services,

the Minister shall grant him a Specialist Certificate in Guidance in Form 22. R.R.O. 1960, Reg. 101, s. 28, *revised*.

#### PART VII

##### HOME ECONOMICS

**30.** Where, before the 1st day of September, 1964, a dean of a college or faculty of education reports to the Deputy Minister on behalf of a candidate that he,

(a) was admitted to the course leading to an Elementary Home Economics Certificate before the 1st day of January, 1962; and

(b) has successfully completed the course,

the Minister shall grant him an Elementary Home Economics Certificate in Form 23. O. Reg. 143/62, s. 3, *amended*.

**31.**—(1) Where a dean of a college or faculty of education reports to the Deputy Minister on behalf of a candidate that he has successfully completed the course leading to an Interim Intermediate Home Economics Certificate, the Minister shall grant him an Interim Intermediate Home Economics Certificate in Form 24.

(2) Where a candidate submits to the Deputy Minister,

- (a) his Interim Intermediate Home Economics Certificate; and
- (b) evidence of two years of successful teaching experience in home economics, subsequent to the date of the interim certificate in the schools and grades in which the interim certificate is valid, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Intermediate Home Economics Certificate in Form 25. R.R.O. 1960, Reg. 101, s. 30, *amended*.

#### PART VIII

##### INDUSTRIAL ARTS

##### ELEMENTARY INDUSTRIAL ARTS CERTIFICATE

**32.**—(1) The course leading to an Elementary Industrial Arts Certificate shall consist of two summer sessions. O. Reg. 163/61, s. 2.

(2) An applicant for admission to the course shall hold,

- (a) a certificate qualifying him to teach in an elementary school; or
- (b) a Letter of Standing granted under section 11, 12, 32 or 33 of Regulation 196 of Revised Regulations of Ontario, 1970. O. Reg. 263/61, s. 2.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Elementary Industrial Arts Certificate in Form 26.

(4) Notwithstanding subsections 1, 2 and 3, where a dean of a college or faculty of education reports to the Deputy Minister on behalf of a candidate that he has successfully completed the course leading to an Elementary Industrial Arts Certificate, the Minister shall grant him an Elementary Industrial Arts Certificate in Form 26. R.R.O. 1960, Reg. 101, s. 31 (3, 4), *revised*.

#### SUPERVISOR'S CERTIFICATE IN INDUSTRIAL ARTS

33.—(1) The course leading to an Interim Supervisor's Certificate in Industrial Arts shall consist of two summer sessions.

(2) An applicant for admission to the course shall hold an Elementary Industrial Arts Certificate.

(3) Where an applicant holds,

- (a) an Elementary Industrial Arts Certificate, Type A granted before the 20th day of March, 1959; or
- (b) an Elementary Industrial Arts Certificate granted after the 20th day of March, 1959,

he is exempt from attendance and examinations at the first of the two summer sessions referred to in subsection 1.

(4) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Interim Supervisor's Certificate in Industrial Arts in Form 27.

(5) Where an applicant submits to the Deputy Minister,

- (a) his Interim Supervisor's Certificate in Industrial Arts; and
- (b) evidence of two years of successful teaching experience in industrial arts after the date of the interim certificate in the schools and grades in which the interim certificate is valid, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Supervisor's Certificate in Industrial Arts in Form 28. O. Reg. 263/61, s. 3, *revised*.

#### INTERMEDIATE INDUSTRIAL ARTS CERTIFICATE

34.—(1) Where a dean of a college or faculty of education reports to the Deputy Minister on behalf of a candidate that he has successfully completed the course leading to an Interim Intermediate

Industrial Arts Certificate, the Minister shall grant him an Interim Intermediate Industrial Arts Certificate in Form 29.

(2) Where a candidate submits to the Deputy Minister,

- (a) his Interim Intermediate Industrial Arts Certificate; and
- (b) evidence of at least two years of successful teaching experience in industrial arts, subsequent to the date of the interim certificate, in the schools and grades in which the interim certificate is valid, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Intermediate Industrial Arts Certificate in Form 30. R.R.O. 1960, Reg. 101, s. 32, *revised*.

#### SPECIALIST CERTIFICATE IN INDUSTRIAL ARTS

35.—(1) Where a dean of a college or faculty of education reports to the Deputy Minister on behalf of a candidate that he has successfully completed the course leading to an Interim Specialist Certificate in Industrial Arts, the Minister shall grant him an Interim Specialist Certificate in Industrial Arts in Form 31.

(2) Where an applicant submits to the Deputy Minister,

- (a) his Interim Specialist Certificate in Industrial Arts; and
- (b) evidence of two years of successful teaching experience in industrial arts, subsequent to the date of the interim certificate, in the schools and grades in which the interim certificate is valid, certified by the supervisory officer concerned,

the Minister shall grant him a Permanent Specialist Certificate in Industrial Arts in Form 32. R.R.O. 1960, Reg. 101, s. 33, *revised*.

#### PART IX

##### CERTIFICATE IN JUNIOR EDUCATION

36.—(1) The course leading to a Certificate in Junior Education shall consist of one summer session.

(2) An applicant for admission to the course shall,

- (a) hold,
  - (i) a certificate qualifying him to teach in the elementary schools of Ontario, or



- (ii) a Letter of Standing granted under section 11, 12, 32 or 33 of Regulation 196 of Revised Regulations of Ontario, 1970; and

- (b) submit evidence of two years of successful teaching experience, at least one year of which shall be in the elementary schools of Ontario, certified by the supervisory officer concerned.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him a Certificate in Junior Education in Form 33. R.R.O. 1960, Reg. 101, s. 34, *revised*.

## PART X

### MUSIC

#### ELEMENTARY VOCAL MUSIC CERTIFICATE, TYPE B

**37.—**(1) The course leading to an Elementary Vocal Music Certificate, Type B shall consist of one summer session.

(2) An applicant for admission to the course shall hold a certificate qualifying him to teach in an elementary school in Ontario or a Letter of Standing granted under section 11, 12, 32 or 33 of Regulation 196 of Revised Regulations of Ontario, 1970.

(3) Where, under section 5 the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Elementary Vocal Music Certificate, Type B, in Form 34. R.R.O. 1960, Reg. 101, s. 35, *amended*.

#### INTERMEDIATE VOCAL MUSIC CERTIFICATE, TYPE B

**38.—**(1) The course leading to an Intermediate Vocal Music Certificate, Type B shall consist of one summer session.

(2) An applicant for admission to the course shall hold a Elementary Vocal Music Certificate, Type B.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Intermediate Vocal Music Certificate, Type B in Form 35. R.R.O. 1960, Reg. 101, s. 36.

#### SUPERVISOR'S CERTIFICATE IN VOCAL MUSIC

**39.—**(1) The course leading to a Supervisor's Certificate in Vocal Music shall consist of one summer session. R.R.O. 1960, Reg. 101, s. 37 (1).

(2) An applicant for admission to the course shall hold,

- (a) an Intermediate Vocal Music Certificate, Type B; or

- (b) a certificate qualifying him to teach in an elementary school in Ontario and an Interim or Permanent Specialist Certificate in Vocal Music. O. Reg. 143/62, s. 4.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him a Supervisor's Certificate in Vocal Music in Form 36. R.R.O. 1960, Reg. 101, s. 37 (3).

#### INTERMEDIATE VOCAL MUSIC CERTIFICATE TYPE A

**40.—**(1) The course leading to an Intermediate Vocal Music Certificate, Type A shall consist of two summer sessions. O. Reg. 263/61, s. 5 (1).

(2) An applicant for admission to the course shall hold,

- (a) a certificate or Letter of Standing qualifying him to teach in a secondary school in Ontario; or

- (b) standing in seven Grade 13 credits, including English or français, or standing that the Minister considers equivalent thereto. O. Reg. 263/61, s. 5 (1); O. Reg. 143/62, s. 5, *amended*.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Intermediate Vocal Music Certificate, Type A in Form 38. O. Reg. 263/61, s. 5 (1).

#### SPECIALIST CERTIFICATE IN VOCAL MUSIC

**41.—**(1) The course leading to an Interim Specialist Certificate in Vocal Music shall consist of one summer session. R.R.O. 1960, Reg. 101, s. 40 (1).

(2) An applicant for admission to the course shall hold,

- (a) an Intermediate Vocal Music Certificate, Type A or a Supervisor's Certificate in Vocal Music; and

- (b) one of,

- (i) the degree of Bachelor of Music of the University of Toronto,



- (ii) the degree of Bachelor of Arts obtained in the honour course in music at the University of Toronto,
- (iii) the diploma of Associate of the Royal Conservatory of Music of Toronto,
- (iv) the diploma of Associate of the Western Ontario Conservatory of Music,
- (v) the diploma of Music Graduate in Pedagogy of the University of Western Ontario,
- (vi) the diploma of Fellow of the Canadian College of Organists,
- (vii) the diploma of Fellow of the Royal College of Organists,
- (viii) the Grade V certificate in Theory of the Royal Conservatory of Music of Toronto and any one of the diploma of Licentiate of the Royal Schools of Music, London, England, the diploma of Licentiate of the Trinity College of Music, London, England, the diploma of Associate of the Royal College of Music, London, England, or
- (ix) standing that the Minister considers equivalent to the standing in sub-clauses i to viii. R.R.O. 1960, Reg. 101, s. 40 (2); O. Reg. 143/62, s. 6.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Interim Specialist Certificate in Vocal Music in Form 39.

(4) Where an applicant submits to the Deputy Minister,

- (a) his Interim Specialist Certificate in Vocal Music; and
- (b) evidence of two years of successful teaching experience in music subsequent to the date of his interim certificate, certified by the Director of Music,

the Minister shall grant him a Permanent Specialist Certificate in Vocal Music in Form 40. R.R.O. 1960, Reg. 101, s. 40 (3, 4).

#### ELEMENTARY INSTRUMENTAL MUSIC CERTIFICATE, TYPE B

42.—(1) The course leading to an Elementary Instrumental Music Certificate, Type B shall consist of one summer session.

(2) An applicant for admission to the course shall hold a certificate qualifying him to teach in an elementary school in Ontario or a Letter of Standing granted under section 11, 12, 32 or 33 of Regulation 196 of Revised Regulations of Ontario, 1970.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Elementary Instrumental Music Certificate, Type B in Form 41. O. Reg. 263/61, s. 6 (1), *amended*.

#### INTERMEDIATE INSTRUMENTAL MUSIC CERTIFICATE, TYPE B

43.—(1) The course leading to an Intermediate Instrumental Music Certificate, Type B shall consist of one summer session.

(2) An applicant for admission to the course shall hold,

- (a) an Elementary Instrumental Music Certificate granted before the 1st day of March, 1962; or
- (b) an Elementary Instrumental Music Certificate, Type B.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Intermediate Instrumental Certificate, Type B in Form 42. O. Reg. 263/61, s. 6 (1).

#### SUPERVISOR'S CERTIFICATE IN INSTRUMENTAL MUSIC

44.—(1) The course leading to an Interim Supervisor's Certificate in Instrumental Music shall consist of one summer session. O. Reg. 263/61, s. 6 (1).

(2) An applicant for admission to the course shall hold,

- (a) one of,
  - (i) an Intermediate Instrumental Music Certificate granted before the 1st day of March, 1962,
  - (ii) an Intermediate Instrumental Music Certificate, Type B, or
  - (iii) an Interim or Permanent Specialist Certificate in Instrumental Music and a certificate qualifying him to teach in the elementary schools of Ontario; and

(b) one of,

- (i) the degree of Bachelor of Music of the University of Toronto,
- (ii) the degree of Bachelor of Arts obtained in the honour course in music at the University of Toronto,
- (iii) the diploma of Associate of the Royal Conservatory of Music of Toronto,
- (iv) the diploma of Associate of the Western Ontario Conservatory of Music,
- (v) the diploma of Music Graduate in Pedagogy of the University of Western Ontario,
- (vi) the diploma of Fellow of the Canadian College of Organists,
- (vii) the diploma of Fellow of the Royal College of Organists,
- (viii) the Grade V certificate in Theory of the Royal Conservatory of Music of Toronto and any one of the diploma of Licentiate of the Royal Schools of Music, London, England, the diploma of Licentiate of the Trinity College of Music, London, England, the diploma of Associate of the Royal College of Music, London, England, or
- (ix) standing that the Minister considers equivalent to the standing referred to in subclauses i to viii. O. Reg. 263/61, s. 6 (1); O. Reg. 143/62, s. 7, *amended*.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Interim Supervisor's Certificate in Instrumental Music in Form 43. O. Reg. 263/61, s. 6 (1).

(4) Where an applicant submits to the Deputy Minister,

- (a) his Interim Supervisor's Certificate in Instrumental Music; and
- (b) evidence of two years of successful experience in teaching instrumental music in an elementary school, subsequent to the date of his interim certificate, certified by the Director of Music,

the Minister shall grant him a Permanent Supervisor's Certificate in Instrumental Music in Form 44. O. Reg. 263/61, s. 6 (1).

#### INTERMEDIATE INSTRUMENTAL MUSIC CERTIFICATE, TYPE A

45.—(1) The course leading to an Intermediate Instrumental Music Certificate, Type A shall consist of two summer sessions. O. Reg. 263/61, s. 6 (1).

(2) An applicant for admission to the course shall hold,

- (a) a certificate or Letter of Standing, qualifying him to teach in a secondary school in Ontario, or
- (b) standing in seven Grade 13 credits, including English or français, or standing that the Minister considers equivalent thereto. O. Reg. 263/61, s. 6 (1); O. Reg. 143/62, s. 8, *amended*.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Intermediate Instrumental Music Certificate, Type A in Form 45. O. Reg. 263/61, s. 6 (1).

#### SPECIALIST CERTIFICATE IN INSTRUMENTAL MUSIC

46.—(1) The course leading to an Interim Specialist Certificate in Instrumental Music shall consist of one summer session. R.R.O. 1960, Reg. 101, s. 43 (1).

(2) An applicant for admission to the course shall hold,

- (a) one of,
  - (i) an Intermediate Instrumental Music Certificate granted before the 1st day of March, 1962,
  - (ii) an Intermediate Instrumental Music Certificate, Type A, or
  - (iii) a Supervisor's Certificate in Instrumental Music; and

(b) one of,

- (i) the degree of Bachelor of Music of the University of Toronto,
- (ii) the degree of Bachelor of Arts obtained in the honour course in music at the University of Toronto,
- (iii) the diploma of Associate of the Royal Conservatory of Music of Toronto,
- (iv) the diploma of Associate of the Western Ontario Conservatory of Music,
- (v) the diploma of Music Graduate in Pedagogy of the University of Western Ontario,



- (vi) the diploma of Fellow of the Canadian College of Organists,
- (vii) the diploma of Fellow of the Royal College of Organists, or
- (viii) the Grade V certificate in Theory of the Royal Conservatory of Music of Toronto and any one of the diploma of Licentiate of the Royal Schools of Music, London, England, the diploma of Licentiate of the Trinity College of Music, London, England, the diploma of Associate of the Royal College of Music, London, England. R.R.O. 1960, Reg. 101, s. 43 (2); O. Reg. 143/62, s. 9, *revised*.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Interim Specialist Certificate in Instrumental Music in Form 47.

(4) Where an applicant submits to the Deputy Minister,

- (a) his Interim Specialist Certificate in Instrumental Music; and
- (b) evidence of two years of successful teaching experience in instrumental music subsequent to the date of his interim certificate,

the Minister shall grant him a Permanent Specialist Certificate in Instrumental Music in Form 48. R.R.O. 1960, Reg. 101, s. 43 (3, 4).

## PART XI

### PHYSICAL AND HEALTH EDUCATION

#### ELEMENTARY PHYSICAL AND HEALTH EDUCATION CERTIFICATE, TYPE B

47.—(1) The course leading to an Elementary Physical and Health Education Certificate, Type B shall consist of one summer session.

(2) An applicant for admission to the course shall hold,

- (a) a certificate qualifying him to teach in an elementary school in Ontario; or
- (b) a Letter of Standing granted under section 11, 12, 32 or 33 of Regulation 196 of Revised Regulations of Ontario, 1970.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Elementary Physical and Health Education Certificate, Type B, in Form 49. R.R.O. 1960, Reg. 101, s. 44 (1).

#### INTERMEDIATE PHYSICAL AND HEALTH EDUCATION CERTIFICATE, TYPE B

48.—(1) The course leading to an Intermediate Physical and Health Education Certificate, Type B shall consist of two summer sessions. O. Reg. 263/61, s. 8.

(2) An applicant for admission to the course shall hold an Elementary Physical and Health Education Certificate, Type B.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Intermediate Physical and Health Education Certificate, Type B, in Form 50. R.R.O. 1960, Reg. 101, s. 44 (2, 3).

#### SUPERVISOR'S CERTIFICATE IN PHYSICAL AND HEALTH EDUCATION

49.—(1) The course leading to an Interim Supervisor's Certificate in Physical and Health Education shall consist of one summer session. R.R.O. 1960, Reg. 101, s. 46 (1).

(2) An applicant for admission to the course shall,

- (a) hold an Intermediate Physical and Health Education Certificate, Type B; and
- (b) submit evidence of at least five years of successful teaching experience in the elementary schools of Ontario, including at least one year's experience in teaching physical education in two or more classrooms and in each of two of,

(i) Grade 1, 2 or 3,

(ii) Grade 4, 5 or 6, and

(iii) Grade 7 or 8,

certified by the supervisory officer concerned. O. Reg. 263/61, s. 9, *revised*.

(3) Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate that,

- (a) he has successfully completed the course, under section 5; and
- (b) he has, in the opinion of the principal and staff, shown,
  - (i) an awareness and appreciation of physical and health education's contribution to general education,
  - (ii) a reasonable level of skill in the physical activities of the course,



(iii) an ability to apply the latest developments in educational psychology and pedagogy to physical and health education, and

(iv) a knowledge of how to develop positive attitudes towards fitness, a variety of recreational skills and the physical skills of good body mechanics,

the Minister shall grant him an Interim Supervisor's Certificate in Physical and Health Education in Form 51.

(4) Where an applicant submits to the Deputy Minister,

(a) his Interim Supervisor's Certificate in Physical and Health Education; and

(b) evidence of two years of successful teaching of physical and health education in at least three grades of an elementary school subsequent to the date of the interim certificate, certified by the inspector concerned,

the Minister shall grant him a Permanent Supervisor's Certificate in Physical and Health Education in Form 52. R.R.O. 1960, Reg. 101, s. 46 (3, 4), *revised*.

#### INTERMEDIATE PHYSICAL AND HEALTH EDUCATION CERTIFICATE, TYPE A

**50.—(1)** The course leading to an Intermediate Physical and Health Education Certificate, Type A shall consist of two summer sessions.

(2) An applicant for admission to the course shall hold a certificate qualifying him to teach in the academic classes of a secondary school.

(3) Where an applicant holds an Interim or Permanent Elementary Physical and Health Education Certificate, Type A granted under former regulations, he may be admitted to the second summer session.

(4) Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate that,

(a) he has successfully completed the course, under section 5; and

(b) he has, in the opinion of the principal and staff, shown,

(i) an awareness and appreciation of physical and health education's contribution to general education,

(ii) a reasonable level of skill in the physical activities of the course,

(iii) an ability to apply the latest developments in educational psychology and pedagogy to physical and health education, and

(iv) a knowledge of how to develop positive attitudes towards fitness, a variety of recreational skills, and the physical skills of good body mechanics,

the Minister shall grant him an Intermediate Physical and Health Education Certificate, Type A in Form 53. R.R.O. 1960, Reg. 101, s. 47, *amended*.

#### SPECIALIST CERTIFICATE IN PHYSICAL AND HEALTH EDUCATION

**51.—(1)** The course leading to an Interim Specialist Certificate in Physical and Health Education shall consist of one summer session.

(2) Subject to section 3, an applicant for admission to the course shall,

(a) hold an Interim High School Assistant's Certificate, Type B or a Permanent High School Assistant's Certificate, and an Intermediate Physical and Health Education Certificate, Type A; and

(b) submit evidence of at least one year of teaching experience in a secondary school or in Grade 9 or 10 of an elementary school in Ontario, certified by the supervisory officer concerned.

(3) Where an applicant,

(a) holds,

(i) an Interim High School Assistant's Certificate, Type B, and

(ii) an Interim or Permanent Supervisor's Certificate in Physical and Health Education; and

(b) passes the qualifying examination held at the beginning of the course,

he shall be admitted to the course.

(4) Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate that,

(a) he has successfully completed the course, under section 5; and

(b) he has, in the opinion of the principal and staff, shown,

(i) an awareness and appreciation of physical and health education's contribution to general education,

- (ii) a reasonable level of skill in the physical activities of the course,
- (iii) an ability to apply the latest developments in educational psychology and pedagogy to physical and health education,
- (iv) a knowledge of how to develop positive attitudes towards fitness, a variety of recreational skills and the physical skills of good body mechanics,
- (v) an understanding of physical and health education's contribution to the social, mental and emotional development of the child,
- (vi) an ability to cope successfully with the organizational, administrative and personnel responsibilities of department headship in all phases of a secondary school physical education program,

the Minister shall grant him an Interim Specialist Certificate in Physical and Health Education in Form 54.

(5) Where an applicant submits to the Deputy Minister,

- (a) his Interim Specialist Certificate in Physical and Health Education; and
- (b) evidence of two years of successful teaching experience in physical and health education in the schools and grades in which his interim certificate is valid, certified by the inspector concerned,

the Minister shall grant him a Permanent Specialist Certificate in Physical and Health Education in Form 55. R.R.O. 1960, Reg. 101, s. 48, *amended*.

## PART XII

### PRIMARY EDUCATION

#### PRIMARY METHODS CERTIFICATES

52.—(1) The course leading to a Primary Methods Certificate, Part I shall consist of one summer session.

(2) The course leading to a Primary Methods Certificate, Part II shall consist of one summer session.

(3) An applicant for admission to the course in subsection 1 or 2 shall hold,

- (a) a certificate qualifying him to teach in an elementary school in Ontario; or

- (b) a Letter of Standing granted under section 11, 12, 32 or 33 of Regulation 196 of Revised Regulations of Ontario, 1970.

(4) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course in subsection 1 or 2, the Minister shall grant him a Primary Methods Certificate, Part I in Form 56 or a Primary Methods Certificate, Part II in Form 57, as the case may be. R.R.O. 1960, Reg. 101, s. 49, *amended*.

#### SUPERVISOR'S CERTIFICATE IN PRIMARY EDUCATION

53.—(1) The course leading to a Supervisor's Certificate in Primary Education shall consist of one summer session.

(2) An applicant for admission to the course shall,

- (a) hold,
  - (i) a Primary Methods Certificate granted before the 1st day of July, 1959, or
  - (ii) a Primary Methods Certificate, Part I and a Primary Methods Certificate, Part II; and

- (b) submit evidence of at least five years of successful teaching experience, at least three years of which shall have been in Grade 1, 2 or 3 of an elementary school in Ontario, certified by the supervisory officer concerned.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him a Supervisor's Certificate in Primary Education in Form 58.

(4) Where an applicant submits to the Deputy Minister his certificate in Primary Education, Course III granted under former regulations, the Minister shall grant him a Supervisor's Certificate in Primary Education in Form 58. R.R.O. 1960, Reg. 101, s. 50, *amended*.

## PART XIII

### SCHOOL LIBRARIANSHIP

#### ELEMENTARY CERTIFICATE IN SCHOOL LIBRARIANSHIP

54.—(1) The course leading to the Elementary Certificate in School Librarianship shall consist of one summer session.

(2) An applicant for admission to the course shall,

- (a) hold an Interim High School Assistant's Certificate, Type B or a Permanent High School Assistant's Certificate; and



- (b) submit to the Deputy Minister evidence of at least one year of successful teaching experience in a secondary school in Ontario, certified by the supervisory officer concerned.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Elementary Certificate in School Librarianship in Form 59. R.R.O. 1960, Reg. 101, s. 51, *revised*.

#### INTERMEDIATE CERTIFICATE IN SCHOOL LIBRARIANSHIP

55.—(1) The course leading to an Intermediate Certificate in School Librarianship shall consist of one summer session.

- (2) An applicant for admission to the course shall,
  - (a) hold an Elementary Certificate in School Librarianship; and
  - (b) submit evidence of successful experience in administering a secondary school library, certified by the principal of the secondary school concerned.

(3) Where under section 5 the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Intermediate Certificate in School Librarianship in Form 60. R.R.O. 1960, Reg. 101, s. 52.

#### SPECIALIST CERTIFICATE IN SCHOOL LIBRARIANSHIP

56.—(1) The course leading to a Specialist Certificate in School Librarianship shall consist of one summer session.

(2) An applicant for admission to the course shall hold an Intermediate Certificate in School Librarianship.

(3) A candidate for the Specialist Certificate in School Librarianship shall submit to the supervisory officer concerned, three typewritten copies of a report of an original study in the field of school-library services, an outline of which has been approved by the supervisory officer.

(4) The report on the original study shall be submitted not earlier than six months following the completion of the course.

(5) The candidate shall agree not to publish the report without the written consent of the Minister.

(6) Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate,

- (a) that he has,
  - (i) successfully completed the course, under section 5,
  - (ii) complied with the requirements of section 57, and
  - (iii) submitted evidence of successful experience in school-library services, certified by the principal of the secondary school concerned and by the supervisory officer concerned; and

- (b) that his report on the original study is satisfactory to the supervisory officer concerned,

the Minister shall grant him a Specialist Certificate in School Librarianship in Form 61.

(7) Notwithstanding subsections 1 to 6, where a candidate submits to the Deputy Minister evidence,

- (a) that he holds an Interim High School Assistant's Certificate, Type B or a Permanent High School Assistant's Certificate;
- (b) evidence,
  - (i) that prior to the 1st day of July, 1959, he held the degree of Bachelor of Library Science of the University of Toronto or a degree that the Minister considers equivalent thereto, or
  - (ii) that he holds the degree of Bachelor of Library Science of the University of Toronto where the course included "School Libraries" as an elective subject, or a degree that the Minister considers equivalent thereto; and

- (c) evidence of at least one year of successful experience as a school librarian in a secondary school in Ontario subsequent to the date of his Bachelor of Library Science degree, certified by the supervisory officer concerned,

the Minister shall grant him a Specialist Certificate in School Librarianship in Form 61. R.R.O. 1960, Reg. 101, s. 53, *amended*.

#### PART XV

##### INTERMEDIATE EDUCATION

57.—(1) The course leading to a Certificate in Intermediate Education shall consist of one summer session.

- (2) An applicant for admission to the course,

- (a) shall,
  - (i) hold a certificate qualifying him to teach in the elementary schools of Ontario, and



- (ii) submit to the Deputy Minister evidence of at least two years of teaching experience in the elementary schools of Ontario on a certificate valid in those schools; or

(b) shall,

- (i) hold a Letter of Standing granted under section 11, 12, 32 or 33 of Regulation 196 of Revised Regulations of Ontario, 1970, and
- (ii) submit to the Deputy Minister evidence of at least two years of teaching experience, at least one year of which has been in the elementary schools of Ontario.

(3) Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him a Certificate in Intermediate Education in Form 63. R.R.O. 1960, Reg. 101, s. 54, *revised*.

#### CERTIFICATE IN INTERMEDIATE SCIENCE

**58.**—(1) The course leading to a Certificate in Intermediate Science shall consist of one summer session.

(2) An applicant for admission to the course shall,

- (a) hold a certificate or a Letter of Standing qualifying him to teach in the elementary schools of Ontario; and
- (b) submit to the Deputy Minister evidence of at least two years of teaching experience, at least one year of which has been in the elementary schools of Ontario.

(3) Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him a Certificate in Intermediate Science in Form 64. O. Reg. 172/63, s. 1.

#### CERTIFICATE IN INTERMEDIATE DIVISION MATHEMATICS

**59.**—(1) The course leading to a Certificate in Intermediate Division Mathematics shall consist of one summer session.

(2) An applicant for admission to the course shall,

- (a) hold a certificate or a Letter of Standing qualifying him to teach in the elementary schools of Ontario; and
- (b) submit to the Deputy Minister evidence,

- (i) of at least two years of successful teaching experience, at least one year of which shall have been in the elementary schools of Ontario, certified by the supervisory officer concerned, and

- (ii) that he has taught in the current school year or that he will be teaching in the following school year the mathematics of Grades 7 and 8.

(3) Where the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him a Certificate in Intermediate Division Mathematics in Form 65. O. Reg. 172/63, s. 1, *revised*.

#### PART XVI

##### TEACHING ENGLISH AS A SECOND LANGUAGE

**60.**—(1) The course leading to a Certificate in Teaching English as a Second Language shall consist of one summer session.

(2) An applicant for admission to the course shall hold a certificate qualifying him to teach in an elementary or secondary school in Ontario.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him a Certificate in Teaching English as a Second Language in Form 66. R.R.O. 1960, Reg. 101, s. 55.

#### PART XVII

##### SECONDARY SCHOOL PRINCIPAL'S CERTIFICATE

**61.**—(1) The course leading to an Interim Secondary School Principal's Certificate shall consist of two summer sessions.

(2) An applicant for admission to the course shall,

- (a) hold a Permanent High School Assistant's Certificate or a High School Specialist's Certificate;
- (b) have completed at least five years of teaching experience in the secondary schools of Ontario before the 1st day of September preceding his admission;
- (c) have taught one or more subjects of Grade 11, 12 or 13 in the secondary schools of Ontario for at least three years;

- (d) have been rated by the supervisory officer concerned as a better-than-average teacher for at least the last two years of his teaching or principalship experience; and
- (e) pass an oral examination conducted under the direction of the Superintendent of the supervision section of the Program Branch of the Department.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him an Interim Secondary School Principal's Certificate in Form 67.

(4) Where, on or after the 1st day of September, 1962, the Superintendent of the supervision section of the Program Branch of the Department and the Registrar report to the Deputy Minister on behalf of a candidate that he,

- (a) has successfully completed the course leading to the Interim Secondary School Principal's Certificate; and
- (b) holds a position as principal or vice-principal of a secondary school,

the Minister shall grant him a Secondary School Principal's Certificate in Form 68. O. Reg. 263/61, s. 10, *amended*.

#### PART XVIII

##### ELEMENTARY-SCHOOL TEACHER-LIBRARIAN

62.—(1) The course leading to a Certificate as Elementary-School Teacher-Librarian shall consist of two summer sessions.

(2) An applicant for admission to the course shall,

- (a) hold,
  - (i) a certificate qualifying him to teach in an elementary school, or
  - (ii) a Letter of Standing granted under section 11, 12, 32 or 33 of Regulation 196 of Revised Regulations of Ontario, 1970; and
- (b) submit to the Deputy Minister,

- (i) evidence of two years of successful teaching experience, at least one of which shall have been in the elementary schools of Ontario, certified by the supervisory officer concerned, and

- (ii) evidence that he has served for one year as a teacher-librarian in the elementary schools of Ontario or that he will be serving in that capacity during the following school year, certified by the supervisory officer concerned.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him a Certificate as an Elementary-School Teacher-Librarian in Form 69. O. Reg. 143/62, s. 10, *amended*.

#### PART XIX

##### TEACHING FRENCH TO ENGLISH-SPEAKING PUPILS

63.—(1) The course leading to a Certificate as Teacher of French to English-Speaking Pupils in Elementary Schools shall consist of one summer session.

(2) An applicant for admission to the course shall,

- (a) hold,

- (i) a permanent certificate qualifying him to teach in elementary-school classrooms attended by French-Speaking pupils, or

- (ii) a certificate or a Letter of Standing qualifying him to teach in the elementary schools of Ontario in classrooms other than those referred to in subclause i; and

- (b) submit to the Deputy Minister evidence that he is teaching or will during the following school year be teaching French to English-Speaking pupils in an elementary school in Ontario.

(3) Where, under section 5, the principal and the Registrar report to the Deputy Minister on behalf of a candidate that he has successfully completed the course, the Minister shall grant him a Certificate as Teacher of French to English-Speaking Pupils in Elementary Schools in Form 70. O. Reg. 172/63, s. 2, *amended*.



**Form 1***The Department of Education Act***ELEMENTARY AGRICULTURE CERTIFICATE**

This is to certify that.....  
 having complied with the regulations prescribed for  
 the Department of Education, is hereby granted  
 an Elementary Agriculture Certificate, valid in an  
 elementary school.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
 Registrar

.....  
 Minister of Education

R.R.O. 1960, Reg. 101, Form 1.

**Form 2***The Department of Education Act***INTERMEDIATE AGRICULTURE  
CERTIFICATE**

This is to certify that.....  
 having complied with the regulations prescribed for  
 the Department of Education, is hereby granted an  
 Intermediate Agriculture Certificate, valid in a  
 high school or a collegiate institute and in Grades  
 9 and 10 of an elementary school.

Dated at Toronto, this.....day of....., 19..

Registered No.....

.....  
 Registrar

.....  
 Minister of Education

R.R.O. 1960, Reg. 101, Form 2, revised.

**Form 3***The Department of Education Act***PERMANENT SPECIALIST CERTIFICATE  
IN AGRICULTURE**

This is to certify that.....  
 having complied with the regulations prescribed for  
 the Department of Education, is hereby granted a  
 Permanent Specialist Certificate in Agriculture,  
 valid in a high school or a collegiate institute and  
 in Grades 9 and 10 of an elementary school.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
 Registrar

.....  
 Minister of Education

R.R.O. 1960, Reg. 101, Form 3, revised.

**Form 4***The Department of Education Act***ELEMENTARY ART CERTIFICATE**

This is to certify that.....  
 having complied with the regulations prescribed for  
 the Department of Education, is hereby granted an  
 Elementary Art Certificate, valid in an elementary  
 school.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
 Registrar

.....  
 Minister of Education

R.R.O. 1960, Reg. 101, Form 4.

**Form 5***The Department of Education Act***INTERMEDIATE ART CERTIFICATE**

This is to certify that.....  
 having complied with the regulations prescribed for  
 the Department of Education, is hereby granted an  
 Intermediate Art Certificate, valid in an elementary  
 school and in Grades 9 and 10 of the General Course  
 in a secondary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
 Registrar

.....  
 Minister of Education

R.R.O. 1960, Reg. 101, Form 5.

**Form 6***The Department of Education Act***SUPERVISOR'S CERTIFICATE IN ART**

This is to certify that.....  
 having complied with the regulations prescribed for  
 the Department of Education, is hereby granted a  
 Supervisor's Certificate in Art, valid in an elemen-  
 tary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
 Registrar

.....  
 Minister of Education

R.R.O. 1960, Reg. 101, Form 6.



**Form 7***The Department of Education Act***SPECIALIST CERTIFICATE IN ART**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Specialist Certificate in Art, valid in a high school or collegiate institute.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 7, revised.

**Form 8***The Department of Education Act***AUDIO-VISUAL METHODS CERTIFICATE**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Audio-Visual Methods Certificate, valid in an elementary and a secondary school.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 8.

**Form 9***The Department of Education Act***ELEMENTARY SPECIAL EDUCATION CERTIFICATE**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Elementary Special Education Certificate.

The course included the following option:

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 9, amended.

**Form 10***The Department of Education Act***INTERMEDIATE SPECIAL EDUCATION CERTIFICATE****CERTIFICATE**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Intermediate Special Education Certificate, valid in an elementary and a secondary school in which the holder is otherwise qualified to teach. The following options were taken as part of the course:

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 10; O. Reg. 263/61,  
s. 11, amended.

**Form 11***The Department of Education Act***SPECIALIST CERTIFICATE IN SPECIAL EDUCATION**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Specialist Certificate in Special Education, valid in an elementary and a secondary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 11; O. Reg. 263/61,  
s. 11, amended.

**Form 12***The Department of Education Act***ELEMENTARY COMMERCIAL CERTIFICATE**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Elementary Commercial Certificate, valid in an

elementary school in which the holder is otherwise qualified to teach and for the commercial work option of the general course in a secondary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 12.

### Form 13

*The Department of Education Act*

#### INTERMEDIATE ACCOUNTANCY CERTIFICATE

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Intermediate Accountancy Certificate, valid in an elementary or a secondary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

O. Reg. 143/62, s. 11 (1).

### Form 14

*The Department of Education Act*

#### INTERMEDIATE SECRETARIAL CERTIFICATE

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Intermediate Secretarial Certificate, valid in an elementary or a secondary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

O. Reg. 143/62, s. 11 (1).

### Form 15

*The Department of Education Act*

#### INTERIM SPECIALIST ACCOUNTANCY CERTIFICATE

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Specialist Accountancy Certificate, valid for five years from the date hereof in an elementary or a secondary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

O. Reg. 143/62, s. 11 (1).

### Form 16

*The Department of Education Act*

#### PERMANENT SPECIALIST ACCOUNTANCY CERTIFICATE

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Permanent Specialist Accountancy Certificate, valid in an elementary or a secondary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

O. Reg. 143/62, s. 11 (1).

### Form 17

*The Department of Education Act*

#### INTERIM SPECIALIST SECRETARIAL CERTIFICATE

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Specialist Secretarial Certificate, valid for five years from the date hereof in an elementary or a secondary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

O. Reg. 143/62, s. 11 (1).



**Form 18**

*The Department of Education Act*

**PERMANENT SPECIALIST SECRETARIAL  
CERTIFICATE**

This is to certify that.....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted a  
Permanent Specialist Secretarial Certificate, valid  
in an elementary or a secondary school in which the  
holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education  
O. Reg. 143/62, s. 11 (1).

**Form 19**

*The Department of Education Act*

**PERMANENT SPECIALIST COMMERCIAL  
CERTIFICATE**

This is to certify that.....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted a  
Permanent Specialist Commercial Certificate, valid  
in an elementary or secondary school in which the  
holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 15.

**Form 20**

*The Department of Education Act*

**ELEMENTARY GUIDANCE CERTIFICATE**

This is to certify that.....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted an  
Elementary Guidance Certificate, valid in an elemen-  
tary and a secondary school in which the holder is  
otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 16; O. Reg. 263/61,  
s. 12.

**Form 21**

*The Department of Education Act*

**INTERMEDIATE GUIDANCE CERTIFICATE**

This is to certify that.....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted an  
Intermediate Guidance Certificate, valid in an  
elementary and a secondary school in which the  
holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 17; O. Reg. 263/61,  
s. 12.

**Form 22**

*The Department of Education Act*

**SPECIALIST CERTIFICATE IN GUIDANCE**

This is to certify that.....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted a  
Specialist Certificate in Guidance, valid in an  
elementary and a secondary school in which the  
holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 18; O. Reg. 263/61,  
s. 12.

**Form 23**

*The Department of Education Act*

**ELEMENTARY HOME ECONOMICS  
CERTIFICATE**

This is to certify that.....,  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted an  
Elementary Home Economics Certificate, valid for  
part-time instruction in an elementary school in which  
the holder is otherwise qualified to teach, and for  
part-time instruction in Grades 9 and 10 of the  
Home Economics option of the General Course or  
the Commercial Course of a secondary school in  
which the holder is otherwise qualified to teach.



Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar

.....  
Minister of Education

R.R.O. 1960, Reg. 101, Form 19.

### Form 24

*The Department of Education Act*

#### INTERIM INTERMEDIATE HOME ECONOMICS CERTIFICATE

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Intermediate Home Economics Certificate, valid for five years from the date hereof for full-time instruction in an elementary school in which the holder is otherwise qualified to teach, for full-time instruction in Grades 9 and 10 of a secondary school if the holder is qualified to teach in an elementary or secondary school, and for full-time instruction in Grades 9 to 12 of the General Course in a secondary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar

.....  
Minister of Education

R.R.O. 1960, Reg. 101, Form 20.

### Form 25

*The Department of Education Act*

#### PERMANENT INTERMEDIATE HOME ECONOMICS CERTIFICATE

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Permanent Intermediate Home Economics Certificate, valid for full-time instruction in an elementary school in which the holder is otherwise qualified to teach, for full-time instruction in Grades 9 and 10 of a secondary school if the holder is qualified to teach in an elementary or secondary school, and for full-time instruction in Grades 9 to 12 of the General Course in a secondary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar

.....  
Minister of Education

R.R.O. 1960, Reg. 101, Form 21.

### Form 26

*The Department of Education Act*

#### ELEMENTARY INDUSTRIAL ARTS CERTIFICATE

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Elementary Industrial Arts Certificate, valid for part-time instruction in an elementary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar

.....  
Minister of Education

R.R.O. 1960, Reg. 101, Form 22.

### Form 27

*The Department of Education Act*

#### INTERIM SUPERVISOR'S CERTIFICATE IN INDUSTRIAL ARTS

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Supervisor's Certificate in Industrial Arts, valid for five years from the date hereof for full-time instruction in an elementary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar

.....  
Minister of Education

O. Reg. 263/61, s. 13.

### Form 28

*The Department of Education Act*

#### PERMANENT SUPERVISOR'S CERTIFICATE IN INDUSTRIAL ARTS

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Permanent Supervisor's Certificate in Industrial Arts, valid for full-time instruction in an elementary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19....

Registered No.....

.....  
Registrar

.....  
Minister of Education

O. Reg. 263/61, s. 13.

Form 29

*The Department of Education Act*

INTERIM INTERMEDIATE INDUSTRIAL  
ARTS CERTIFICATE

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Intermediate Industrial Arts Certificate, valid for five years from the date hereof, for part-time instruction in Grades 9 and 10 of a secondary school in which the holder is otherwise qualified to teach, for full-time instruction in Grades 9 and 10 of a secondary school, and for full-time instruction in an elementary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 23.

Form 30

*The Department of Education Act*

PERMANENT INTERMEDIATE  
INDUSTRIAL ARTS CERTIFICATE

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Permanent Intermediate Industrial Arts Certificate, valid for part-time instruction in Grades 9 and 10 of a secondary school in which the holder is otherwise qualified to teach, for full-time instruction in Grades 9 and 10 of a secondary school, and for full-time instruction in an elementary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 24.

Form 31

*The Department of Education Act*

INTERIM SPECIALIST CERTIFICATE IN  
INDUSTRIAL ARTS

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an

Interim Specialist Certificate in Industrial Arts, valid for five years from the date hereof for full-time instruction in an elementary school in which the holder is otherwise qualified to teach, for part-time instruction in Grades 9, 10, 11 and 12 of a secondary school in which the holder is otherwise qualified to teach, and for full-time instruction in Grades 9, 10, 11 and 12 of a secondary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 25.

Form 32

*The Department of Education Act*

PERMANENT SPECIALIST CERTIFICATE IN  
INDUSTRIAL ARTS

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Permanent Specialist Certificate in Industrial Arts, valid for full-time instruction in an elementary school in which the holder is otherwise qualified to teach, for part-time instruction in Grades 9, 10, 11 and 12 of a secondary school in which the holder is otherwise qualified to teach, and for full-time instruction in Grades 9, 10, 11 and 12 of a secondary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 26.

Form 33

*The Department of Education Act*

CERTIFICATE IN JUNIOR EDUCATION

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Certificate in Junior Education, valid in Grades 4, 5 and 6 of an elementary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 27.



Form 34

*The Department of Education Act*

ELEMENTARY VOCAL MUSIC  
CERTIFICATE, TYPE B

This is to certify that.....  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted an  
Elementary Vocal Music Certificate, Type B valid in  
one room of an elementary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 28.

Form 35

*The Department of Education Act*

INTERMEDIATE VOCAL MUSIC  
CERTIFICATE, TYPE B

This is to certify that.....  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted an  
Intermediate Vocal Music Certificate, Type B valid  
for part-time instruction in an elementary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 29.

Form 36

*The Department of Education Act*

SUPERVISOR'S CERTIFICATE IN  
VOCAL MUSIC

This is to certify that.....  
having complied with the regulations prescribed for  
the Department of Education, is hereby granted a  
Supervisor's Certificate in Vocal Music, valid in an  
elementary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 30.

Form 37

*The Department of Education Act*

ELEMENTARY VOCAL MUSIC CERTIFICATE,  
TYPE A

This is to certify that.....  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
an Elementary Vocal Music Certificate, Type A.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 31.

Form 38

*The Department of Education Act*

INTERMEDIATE VOCAL MUSIC  
CERTIFICATE, TYPE A

This is to certify that.....  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
an Intermediate Vocal Music Certificate, Type A  
valid in grades 9, 10, 11 and 12 of a secondary  
school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
O. Reg. 143/62, s. 12.

Form 39

*The Department of Education Act*

INTERIM SPECIALIST CERTIFICATE IN  
VOCAL MUSIC

This is to certify that.....  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
an Interim Specialist Certificate in Vocal Music,  
valid in a secondary school, for five years from  
the date hereof.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 33.



**Form 40**

*The Department of Education Act*

**PERMANENT SPECIALIST CERTIFICATE  
IN VOCAL MUSIC**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Permanent Specialist Certificate in Vocal Music, valid in a secondary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 34.

**Form 41**

*The Department of Education Act*

**ELEMENTARY INSTRUMENTAL MUSIC  
CERTIFICATE, TYPE B**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Elementary Instrumental Music Certificate, Type B valid in an elementary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
O. Reg. 263/61, s. 15.

**Form 42**

*The Department of Education Act*

**INTERMEDIATE INSTRUMENTAL MUSIC  
CERTIFICATE, TYPE B**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Intermediate Instrumental Music Certificate, Type B valid in an elementary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
O. Reg. 263/61, s. 15.

**Form 43**

*The Department of Education Act*

**INTERIM SUPERVISOR'S CERTIFICATE  
IN INSTRUMENTAL MUSIC**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Supervisor's Certificate in Instrumental Music, valid for five years from the date hereof in an elementary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
O. Reg. 263/61, s. 15.

**Form 44**

*The Department of Education Act*

**PERMANENT SUPERVISOR'S CERTIFICATE  
IN INSTRUMENTAL MUSIC**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Permanent Supervisor's Certificate in Instrumental Music valid in an elementary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
O. Reg. 263/61, s. 15.

**Form 45**

*The Department of Education Act*

**INTERMEDIATE INSTRUMENTAL MUSIC  
CERTIFICATE, TYPE A**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Intermediate Instrumental Music Certificate, Type A valid in grades 9, 10, 11 and 12 in a secondary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
O. Reg. 263/61, s. 15.

**Form 46***The Department of Education Act***INTERMEDIATE INSTRUMENTAL MUSIC  
CERTIFICATE**

This is to certify that.....,  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
an Intermediate Instrumental Music Certificate,  
valid in an elementary school and in Grades 9 and  
10 of a secondary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 36.

**Form 47***The Department of Education Act***INTERIM SPECIALIST CERTIFICATE IN  
INSTRUMENTAL MUSIC**

This is to certify that.....,  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
an Interim Specialist Certificate in Instrumental  
Music valid in an elementary and a secondary  
school for five years from the date hereof.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 37.

**Form 48***The Department of Education Act***PERMANENT SPECIALIST CERTIFICATE IN  
INSTRUMENTAL MUSIC**

This is to certify that.....,  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
a Permanent Specialist Certificate in Instrumental  
Music, valid in an elementary and a secondary  
school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 38.

**Form 49***The Department of Education Act***ELEMENTARY PHYSICAL AND HEALTH  
EDUCATION CERTIFICATE, TYPE B**

This is to certify that.....,  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
an Elementary Physical and Health Education  
Certificate, Type B valid in an elementary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 39.

**Form 50***The Department of Education Act***INTERMEDIATE PHYSICAL AND HEALTH  
EDUCATION CERTIFICATE, TYPE B**

This is to certify that.....,  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
an Intermediate Physical and Health Education  
Certificate, Type B valid in an elementary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 40.

**Form 51***The Department of Education Act***INTERIM SUPERVISOR'S CERTIFICATE IN  
PHYSICAL AND HEALTH EDUCATION**

This is to certify that.....,  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
an Interim Supervisor's Certificate in Physical and  
Health Education, valid in an elementary school,  
for five years from the date hereof.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education

R.R.O. 1960, Reg. 101, Form 41.



**Form 52***The Department of Education Act***PERMANENT SUPERVISOR'S CERTIFICATE  
IN PHYSICAL AND HEALTH EDUCATION**

This is to certify that.....,  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
a Permanent Supervisor's Certificate in Physical  
and Health Education, valid in an elementary  
school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 42.

**Form 53***The Department of Education Act***INTERMEDIATE PHYSICAL AND HEALTH  
EDUCATION CERTIFICATE, TYPE A**

This is to certify that.....,  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
an Intermediate Physical and Health Education  
Certificate, Type A valid in a secondary school  
and in Grades 9 and 10 of an elementary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 43.

**Form 54***The Department of Education Act***INTERIM SPECIALIST CERTIFICATE IN  
PHYSICAL AND HEALTH EDUCATION**

This is to certify that.....,  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
an Interim Specialist Certificate in Physical and  
Health Education, valid in a secondary school,  
for five years from the date hereof.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 44.

**Form 55***The Department of Education Act***PERMANENT SPECIALIST CERTIFICATE IN  
PHYSICAL AND HEALTH EDUCATION**

This is to certify that.....,  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
a Permanent Specialist Certificate in Physical and  
Health Education, valid in a secondary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 45.

**Form 56***The Department of Education Act***PRIMARY METHODS CERTIFICATE  
PART I**

This is to certify that.....,  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
a Primary Methods Certificate, Part I, valid in a  
Kindergarten of an elementary school in which the  
holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 46.

**Form 57***The Department of Education Act***PRIMARY METHODS CERTIFICATE,  
PART II**

This is to certify that.....,  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
a Primary Methods Certificate, Part II, valid in  
Grades 1, 2 and 3 of an elementary school in  
which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 47.



**Form 58**

*The Department of Education Act*

**SUPERVISOR'S CERTIFICATE IN PRIMARY EDUCATION**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Supervisor's Certificate in Primary Education, valid in Kindergarten and Grades 1, 2 and 3 of an elementary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 48.

**Form 59**

*The Department of Education Act*

**ELEMENTARY CERTIFICATE IN SCHOOL LIBRARIANSHIP**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Elementary Certificate in School Librarianship, valid in a secondary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 49.

**Form 60**

*The Department of Education Act*

**INTERMEDIATE CERTIFICATE IN SCHOOL LIBRARIANSHIP**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Intermediate Certificate in School Librarianship, valid in a secondary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 50.

**Form 61**

*The Department of Education Act*

**SPECIALIST CERTIFICATE IN SCHOOL LIBRARIANSHIP**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Specialist Certificate in School Librarianship, valid in a secondary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 51.

**Form 62**

*The Department of Education Act*

**CERTIFICATE AS TEACHER OF THE DEAF**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Certificate as Teacher of the Deaf, valid in oral classes for deaf children and in the Ontario schools for the deaf.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 52.

**Form 63**

*The Department of Education Act*

**CERTIFICATE IN INTERMEDIATE EDUCATION**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Certificate in Intermediate Education, valid in Grades 7 and 8 of an elementary school.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar Minister of Education  
R.R.O. 1960, Reg. 101, Form 53.

**Form 64**

*The Department of Education Act*

**CERTIFICATE IN INTERMEDIATE SCIENCE**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Certificate in Intermediate Science, valid in Grades 7 and 8 of an elementary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar

.....  
Minister of Education

O. Reg. 172/63, s. 3.

**Form 65**

*The Department of Education Act*

**CERTIFICATE IN INTERMEDIATE  
DIVISION MATHEMATICS**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Certificate in Intermediate Division Mathematics, valid in Grades 7 and 8 of an elementary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar

.....  
Minister of Education

O. Reg. 172/63, s. 3.

**Form 66**

*The Department of Education Act*

**CERTIFICATE IN TEACHING  
ENGLISH AS A SECOND LANGUAGE**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Certificate in Teaching English as a Second Language.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar

.....  
Minister of Education

R.R.O. 1960, Reg. 101, Form 54.

**Form 67**

*The Department of Education Act*

**INTERIM SECONDARY SCHOOL PRINCIPAL'S  
CERTIFICATE**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted an Interim Secondary School Principal's Certificate, valid for five years from the date hereof.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar

.....  
Minister of Education

O. Reg. 263/61, s. 16.

**Form 68**

*The Department of Education Act*

**SECONDARY SCHOOL PRINCIPAL'S  
CERTIFICATE**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Secondary School Principal's Certificate.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar

.....  
Minister of Education

O. Reg. 263/61, s. 16.

**Form 69**

*The Department of Education Act*

**CERTIFICATE AS ELEMENTARY-SCHOOL  
TEACHER-LIBRARIAN**

This is to certify that....., having complied with the regulations prescribed for the Department of Education, is hereby granted a Certificate as Elementary-School Teacher-Librarian, valid in an elementary school in which the holder is otherwise qualified to teach.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar

.....  
Minister of Education

O. Reg. 143/62, s. 13.

Form 70

*The Department of Education Act*

CERTIFICATE AS TEACHER OF FRENCH TO  
ENGLISH-SPEAKING PUPILS IN  
ELEMENTARY SCHOOLS

This is to certify that.....,  
having complied with the regulations prescribed  
for the Department of Education, is hereby granted  
a Certificate as Teacher of French to English-Speaking

Pupils in Elementary Schools, valid in an elemen-  
tary school in which he is otherwise qualified to  
teach.

Dated at Toronto, this.....day of....., 19...

Registered No.....

.....  
Registrar

.....  
Minister of Education

O. Reg. 172/63, s. 3



## REGULATION 206

### under The Department of Education Act

#### SUPERVISORY OFFICERS

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "secondary school" includes a vocational school;
- (b) "supervisory officer" means a director of education, a superintendent of public schools and a superintendent of secondary schools. R.R.O. 1960, Reg. 103, s. 1, *amended*.

##### QUALIFICATIONS OF DIRECTORS OF EDUCATION

2.—(1) Subject to subsections 2 and 3, a director of education shall have the qualifications of a superintendent of public schools and a superintendent of secondary schools.

(2) Where a board appoints a director of education and a superintendent of public schools, the director shall have at least the qualifications of a superintendent of secondary schools.

(3) Where a board appoints a director of education and a superintendent of secondary schools, the director shall have at least the qualifications of a superintendent of public schools.

#### (4) Where a board,

(a) appoints a director of education who is qualified as a public school inspector; and

(b) employs only one public school inspector,

it shall designate the director as the public school inspector.

#### (5) Where a board,

(a) appoints,

(i) a director of education who is not qualified as a public school inspector, and

(ii) a superintendent of public schools; and

(b) employs only one public school inspector,

it shall designate the superintendent as the public school inspector.

#### (6) Where a board,

(a) appoints a director of education who is qualified as a public school inspector; and

(b) employs more than one public school inspector,

it shall designate the director as the senior public school inspector.

#### (7) Where a board,

(a) appoints,

(i) a director of education who is not qualified as a public school inspector, and

(ii) a superintendent of public schools; and

(b) employs more than one public school inspector,

it shall designate the superintendent as the senior public school inspector. R.R.O. 1960, Reg. 103, s. 2, *revised*.

##### QUALIFICATIONS OF SUPERINTENDENTS

3. A superintendent of public schools shall hold a Public School Inspector's Certificate. R.R.O. 1960, Reg. 103, s. 3.

4.—(1) Subject to subsection 2, a superintendent of secondary schools shall hold a High School Principal's Certificate.

(2) Where a superintendent of secondary schools whose duties commence on or after the 1st day of July, 1957, supervises a vocational school, he shall hold a High School Principal's Certificate and a Vocational School Principal's Certificate. R.R.O. 1960, Reg. 103, s. 4.

## REGULATION 207

### under The Department of Education Act

#### TEACHERS' COLLEGES

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "applicant" means an applicant for admission to a teachers' college course;
- (b) "committee of selection" means a committee of selection referred to in section 13;
- (c) "Deputy Minister" means the Deputy Minister of Education;
- (d) "extramural teacher in training" means a teacher in training admitted to the final examinations under subsection 4 of section 29;
- (e) "medical examination" means a medical examination complying with the requirements prescribed in section 15;
- (f) "Registrar" means the Registrar of the Department. R.R.O. 1960, Reg. 104, s. 1.

##### APPLICATION

2. This Regulation does not apply to the University of Ottawa Teachers' College. R.R.O. 1960, Reg. 104, s. 2.

##### COURSES

3.—(1) The following teachers' college courses are established:

- 1. (a) The One-year Course;
- (b) the Two-year Course; and
- (c) the In-service Course,

each of which leads to an Interim Elementary School Teacher's Certificate.

- 2. The Primary School Specialist's Certificate Course.
- 3. The Intermediate Art and Crafts Certificate Course.

(2) The In-service Course shall consist of,

- (a) a six-week Pre-Teacher's College Summer Course, First Year, followed by at least six months of successful teaching experience in

elementary schools, certified by the supervisory officer concerned, during the next succeeding school year;

- (b) a six-week Pre-Teachers' College Summer Course, Second Year, followed by at least six months of successful teaching experience in elementary schools, certified by the supervisory officer concerned, during the next succeeding school year; and
- (c) a completing year at a teachers' college. R.R.O. 1960, Reg. 104, s. 3.

4. The teachers' college courses shall be given at such teachers' colleges and other centres as the Minister determines from time to time. R.R.O. 1960, Reg. 104, s. 4.

##### GENERAL ADMISSION REQUIREMENTS

5.—(1) Every applicant for admission to a teachers' college course shall submit to the Deputy Minister,

- (a) an application in Form 1;
- (b) a certificate of birth or baptism or proof of age in Form 2; and
- (c) a character certificate in Form 3.

(2) An applicant shall not be admitted until,

- (a) he has been recommended by the committee of selection;
- (b) he has passed the medical examination; and
- (c) in the case of an applicant who was born outside Canada, he has submitted evidence that he is a Canadian citizen or a landed immigrant, R.R.O. 1960, Reg. 104, s. 5, *amended*.

##### ADMISSION REQUIREMENTS FOR THE ONE-YEAR COURSE

6.—(1) An applicant for admission to the One-year Course shall,

- (a) comply with the requirements of section 5; and



- (b) submit to the Deputy Minister evidence that he holds Grade 13 standing in English and in five additional credits. R.R.O. 1960, Reg. 104, s. 6; O. Reg. 148/61, s. 1, *amended*.

(2) An applicant may substitute for the requirements of clause *b* of subsection 1 evidence that,

- (a) he holds a degree from a university in the Commonwealth of Nations in a course of study that the Minister considers equivalent to the Grade 13 course; or
- (b) he has completed successfully any one of,
- (i) the First Year at the University of Windsor,
  - (ii) the First Year at Carleton University,
  - (iii) the Preliminary Year at McMaster University,
  - (iv) the First Year at the University of Ottawa, but only if the course of English 20 in the Calendar of that university is included,
  - (v) the First Year at the University of Western Ontario,
  - (vi) the Two-year Course in "Art Education for Prospective Teachers" at the Ontario College of Art, and
  - (vii) a course of study the Minister considers equivalent to a course in subclause i, ii, iii, iv, v or vi.

(3) An applicant may substitute for evidence of Grade 13 standing in music,

- (a) certificates from The Royal Conservatory of Music of Toronto for,
- (i) Grade II theory and Grade VIII in any practical subject, or
  - (ii) Grade IV theory; or

- (b) a certificate the Minister considers equivalent to the certificate in subclause i or ii of clause *a*.

(4) Where an applicant,

- (a) has been honourably discharged from active service in Her Majesty's forces; and
- (b) submits evidence of Grade 12 standing in English, history, mathematics and science,

he may substitute evidence of six, twelve, eighteen, twenty-four, thirty, thirty-six or forty-two months

of active service for evidence of Grade 13 standing in one, two, three, four, five, six or seven, respectively, of the credits specified in clause *b* of subsection 1.

(5) An applicant for admission to the One-year Course who holds an Interim Primary School Specialist's Certificate shall be exempted from attendance during the months of September, October, November and December.

(6) An applicant for admission to the One-year Course who holds an Interim High School Assistant's Certificate, Type B shall be exempted from attendance during the months of September, October, November and December.

(7) An applicant for admission to the One-year Course who,

- (a) complies with the requirements of subsection 1;
- (b) holds an Interim Ordinary Vocational Certificate,

shall be exempted from attendance during the months of September, October, November and December. R.R.O. 1960, Reg. 104, s. 6(2-8), *amended*.

#### ADMISSION REQUIREMENTS FOR THE TWO-YEAR COURSE

7. An applicant for admission to the Two-year Course shall,

- (a) comply with the requirements of section 5; and
- (b) submit to the Deputy Minister evidence that he holds the Secondary School Graduation Diploma of the General Course with at least three options. R.R.O. 1960, Reg. 104, s. 7.

#### ADMISSION REQUIREMENTS FOR THE IN-SERVICE COURSE

8.—(1) An applicant for admission to the Pre-Teachers' College Summer Course, First Year, shall,

- (a) comply with the requirements of section 5;
- (b) be seventeen years of age before the 1st day of September of the year in which application is made; and
- (c) submit to the Deputy Minister evidence that he holds the Secondary School Graduation Diploma of the General Course with at least three options.



(2) An applicant for admission to the Pre-Teachers' College Summer Course, Second Year, shall submit to the Deputy Minister his Temporary Certificate with item 1 thereon completed and signed by the supervisory officer concerned.

(3) An applicant for admission to the completing year of the In-service Course shall submit to the Deputy Minister his Temporary Certificate with item 3 thereon completed and signed by the supervisory officer concerned. R.R.O. 1960, Reg. 104, s. 8, *revised*.

#### ADMISSION REQUIREMENTS FOR THE PRIMARY SCHOOL SPECIALIST'S COURSE

9.—(1) An applicant for admission to the Primary School Specialist's Course shall,

(a) comply with the requirements of section 5; and

(b) submit to the Deputy Minister,

(i) evidence that he holds an Interim or Permanent First Class Certificate or an Interim or Permanent Elementary School Teacher's Certificate or a degree from a university in the Commonwealth of Nations the Minister considers equivalent thereto, and

(ii) evidence satisfactory to the music teacher of the teachers' college that he is able to sing, read music and play at sight on the piano.

(2) An applicant for admission to the Primary School Specialist's Certificate Course,

(a) who holds a Kindergarten Director's Certificate; or

(b) who is eligible for admission to the course under subsection 1 and holds,

(i) an Interim or Permanent Kindergarten Primary Certificate, or

(ii) an Interim or Permanent Primary Methods Certificate,

shall be exempted from attendance during the months of September, October, November and December. R.R.O. 1960, Reg. 104, s. 9, *amended*.

#### ADMISSION REQUIREMENTS FOR THE INTERMEDIATE ART AND CRAFTS CERTIFICATE COURSE

10. An applicant for admission to the Intermediate Art and Crafts Certificate Course shall,

(a) comply with the requirements of section 5; and

(b) submit to the Deputy Minister evidence that he has completed successively the Two-year Course in "Art for Prospective Teachers" at the Ontario College of Art. R.R.O. 1960, Reg. 104, s. 10.

#### DATES OF APPLICATIONS

11.—(1) Subject to subsections 2 and 3, an applicant for admission to a teachers' college course shall submit his application not later than the 15th day of July in the year in which he intends to enter the course. O. Reg. 148/61, s. 2.

(2) An applicant for admission to the Pre-Teachers' College Summer Course, First Year, shall submit his application not later than the 1st day of April in the year in which he intends to enter the summer course.

(3) An applicant for admission to the Pre-Teachers' College Summer Course, Second Year, shall submit his application not later than the 1st day of June in the year in which he intends to enter the summer course. R.R.O. 1960, Reg. 104, s. 11 (2, 3).

#### CARDS OF ADMISSION

12.—(1) Subject to subsection 2, where an applicant has complied with the requirements for admission to a teachers' college course, with the exception of the medical examination, the Deputy Minister shall send him a card of admission in Form 4. R.R.O. 1960, Reg. 104, s. 12 (1).

(2) Where the number of applicants for admission to the first year of the Two-year Course exceeds the number that, in the opinion of the Minister, is required to meet the anticipated shortage of elementary-school teachers for the next-succeeding school year, the Minister shall determine the basis of selection of eligible applicants to be admitted. O. Reg. 148/61, s. 3, *revised*.

(3) No applicant shall be admitted to a teachers' college course unless he presents to the principal his card of admission. R.R.O. 1960, Reg. 104, s. 12 (3).

#### COMMITTEES OF SELECTION

13.—(1) Subject to section 14, the Minister shall annually, appoint a committee of selection for each teachers' college and for each Pre-Teachers' College Summer Course, First Year.

(2) Each committee of selection for a teachers' college or summer course shall be composed of,

(a) the principal and instructional staff of the teachers' college or summer course, as the case may be;

(b) at least,

(i) one public school supervisory officer, and

- (ii) one separate school supervisory officer; and
  - (c) at least one representative of the Ontario Teachers' Federation.
- (3) The principal of the teacher's college or of the Pre-Teachers' College Summer Course, First Year, is chairman of the committee of selection for each teacher's college or summer course, as the case may be.
- (4) The recommendation of the committee of selection with regard to an applicant may be based upon an interview conducted by a person or persons appointed by the committee for this duty, and may be based in part upon the results of written tests prescribed by the Minister.
- (5) No recommendation for the rejection of an applicant shall be based upon fewer than two interviews and at one of these interviews at least three members of the committee of selection shall be present.
- (6) The recommendations of the committee of selection shall be made to the Minister, whose decisions with regard to them are final.
- (7) Where an applicant is rejected on the recommendation of a committee of selection, the Minister shall refund to the applicant his transportation costs, board and lodging in the manner provided in clauses b and c, of subsection 6 of section 15.
- (8) A representative of the Ontario Teachers' Federation appointed by the Minister to interview applicants on behalf of a committee of selection shall be paid at the rate of \$20 for a six hour day for each day of duty. R.R.O. 1960, Reg. 104, s. 13, *amended*.

## SPECIAL COMMITTEE

- 14.—(1) The Minister shall appoint a special committee to perform the duties of the committee of selection in the case of an applicant who has received his elementary or secondary school education outside Canada, the United Kingdom or the United States of America.
- (2) The special committee shall be composed of,
- (a) the Director of Teacher Education or a person named by him, who shall be chairman;
  - (b) the Registrar or a person named by him;
  - (c) the Superintendent of the Supervisor Section of the Program Branch of the Department or a person named by him; and
  - (d) a representative of the Ontario Teachers' Federation.

(3) The recommendations of the special committee shall be made to the Minister, whose decisions with regard to them are final.

(4) Where an applicant, resident in Ontario, is required to meet the special committee in Toronto, the Minister shall refund to the applicant the cost in excess of \$5 of the return railway or bus fare from the station nearest his place of residence to Toronto and the cost of any necessary meals, sleeping-car accommodation and lodging. R.R.O. 1960, Reg. 104, s. 14, *amended*.

## MEDICAL EXAMINATION

15.—(1) An applicant shall not be admitted to a teachers' college or a Pre-Teachers' College Summer Course, First Year, until he passes a medical examination conducted by a legally qualified medical practitioner appointed by the Minister.

(2) The principal shall notify the applicant of the time and place at which he is to present himself for the medical examination. R.R.O. 1960, Reg. 104, s. 15 (1, 2), *revised*.

(3) Subject to subsection 4, the applicant shall pay a fee of \$3.75 for the medical examination. O. Reg. 148/61, s. 4.

(4) No fee is payable by an applicant who has been honourably discharged from active service in Her Majesty's forces.

(5) Where the practitioner certifies that an applicant has a physical condition that is likely to become aggravated but that is not sufficiently serious to prevent admission, the applicant shall not be admitted unless he signs a document waiving his right to a pension under sections 29 and 30 of *The Teachers' Superannuation Act*.

(6) Where an applicant is enrolled as a teacher in training but fails to pass the medical examination, the Minister shall refund to the applicant,

- (a) the fee for the examination;
- (b) the return coach class railway fare or bus fare between the centre at which the course is offered and the station nearest the applicant's place of residence in Ontario; and
- (c) a sum for board and lodging at the rate of \$1 a day from the date the applicant began attendance at the course until the date he was notified of his exclusion by the principal.

(7) Where an applicant has passed the medical examination under this section in a previous year and again presents himself for admission to a teachers' college or a Pre-Teachers' College Summer Course, First Year, he may be exempted from another medical examination, if not more than three years have elapsed since the date of the examination. R.R.O. 1960, Reg. 104, s. 15 (4-7), *revised*.



16.—(1) Where during the course the principal recommends to the Minister that a teacher in training be required to undergo a further medical examination, the Minister may,

- (a) order a medical examination for the teacher in training; and
- (b) appoint a legally qualified medical practitioner to conduct the examination.

(2) Where the medical practitioner certifies that the teacher in training is medically unfit, the Minister shall direct the principal to notify the teacher in training of his exclusion. R.R.O. 1960, Reg. 104, s. 16, *revised*.

#### DUTIES OF PRINCIPALS

17. The principal of a teachers' college or a Pre-Teachers' College Summer Course, as the case may be, shall,

- (a) prescribe the duties of his staff;
- (b) be responsible for the efficiency of his teachers' college or summer course; and
- (c) prepare such reports as are required from time to time by the Director of Teacher Education. R.R.O. 1960, Reg. 104, s. 17, *amended*.

#### DUTIES OF TEACHERS IN TRAINING

18. Every teacher in training at a teachers' college or a Pre-Teachers' College Summer Course, as the case may be, shall,

- (a) attend the classes punctually and regularly; and
- (b) submit to the discipline and authority of the principal. R.R.O. 1960, Reg. 104, s. 18.

#### SUSPENSION AND DISMISSAL OF TEACHERS IN TRAINING

19.—(1) The principal may, after a hearing, suspend from the teachers' college or the Pre-Teachers' College Summer Course, as the case may be, at any time during the course a teacher in training whose conduct, progress or attendance is unsatisfactory.

(2) Where the principal suspends a teacher in training he shall notify the Minister, who shall,

- (a) remove, confirm or modify the suspension; or
- (b) dismiss the teacher in training from the course. R.R.O. 1960, Reg. 104, s. 19.

#### REFUNDS OF TRAVELLING EXPENSES

20.—(1) Where a teacher in training at the North Bay Teachers' College or the Teachers' College within the Faculty of Education of Lakehead University is a resident of Ontario, the Minister shall refund the cost in excess of \$5 of the coach class railway fare or bus fare from the station nearest the place of residence of the teacher in training to the college in September and the fare for returning therefrom at the end of the school year.

(2) Where a teacher in training at a Pre-Teachers' College Summer Course is a resident of Ontario, the Minister shall refund the cost in excess of \$5 of the coach class railway fare or bus fare from the station nearest the place of residence of the teacher in training to the summer course centre to which he has been assigned at the beginning of the course and the fare for returning therefrom at the end of the summer course. R.R.O. 1960, Reg. 104, s. 20, *amended*.

#### PRACTICE SCHOOLS

21.—(1) A principal of a teachers' college shall, in co-operation with the boards and the inspectors or superintendents of schools concerned, select from the rural and urban schools of the locality, teachers of experience and sound judgment who shall be known as "practice teachers".

(2) The practice teachers shall be in charge of the directed observation and practice teaching of the teachers in training. R.R.O. 1960, Reg. 104, s. 21.

22. The instructional staff of the teachers' college, in co-operation with the practice teachers, shall determine the final standing of the teachers in training in practice teaching. R.R.O. 1960, Reg. 104, s. 22.

23. The principals and teachers of the practice schools shall, for the purpose of the teachers' college concerned, be subject to the authority of the principal of the teachers' college. R.R.O. 1960, Reg. 104, s. 23.

24. The principal of the teachers' college shall, in co-operation with the principals of the practice schools, arrange the timetable for observation and practice teaching. R.R.O. 1960, Reg. 104, s. 24.

25. A practice teacher shall permit teachers in training to enter his classroom for observation and practice teaching. R.R.O. 1960, Reg. 104, s. 25.

26. Where a dispute arises between the principal of a teachers' college and the principal or teacher of a practice school in connection with any matter affecting the teachers' college, it shall be submitted for settlement to the board of the practice school and, in the event of continued disagreement, to the Minister, whose decision is final. R.R.O. 1960, Reg. 104, s. 26.



## SESSIONAL RECORDS

27.—(1) The instructional staff of a teachers' college or of a Pre-Teachers' College Summer Course, as the case may be, shall keep a record of the term work of each teacher in training, to be known as a "sessional record".

(2) A sessional record of a teacher in training at a teachers' college shall be based on,

- (a) observation in practice schools;
- (b) oral and written class tests;
- (c) practical work;
- (d) practice in valuing answer papers of practice-school pupils; and
- (e) term examinations.

(3) The instructional staff of a teachers' college shall take into consideration in determining the sessional record of a teacher in training his attitude to his work and his adaptability to teaching.

(4) A sessional record of a teacher in training at a Pre-Teachers' College Summer Course shall be based upon oral and written class tests. R.R.O. 1960, Reg. 104, s. 27, *revised*.

28. Where a teacher in training obtains a sessional record of at least 66 per cent in a subject, the principal may exempt him from writing the final examination in that subject. R.R.O. 1960, Reg. 104, s. 28.

## FINAL EXAMINATIONS

29.—(1) The final examinations of the teachers' colleges and the Pre-Teachers' College Summer Courses shall be conducted under the supervision of the Director of Teacher Education in accordance with a timetable determined by the Minister.

(2) The question papers for the final examinations shall be prepared by the instructional staff of each teachers' college or Pre-Teachers' College Summer Course, as the case may be.

(3) The answer papers for the final examinations shall be marked by the staff of each teachers' college or Pre-Teachers' College Summer Course, as the case may be.

(4) The Minister may direct the principal of a teachers' college to admit to the final examinations a teacher in training who has previously failed in one or more subjects of a teachers' college course. R.R.O. 1960, Reg. 104, s. 29, *amended*.

## EXAMINATION RESULTS

30.—(1) Subject to subsection 3, the maximum number of marks for each subject is 200 of which

100 shall be for the sessional record and 100 for the final examination.

(2) The maximum number of marks for practice teaching is 1000.

(3) The standing of extramural teachers in training shall be determined by the final examinations, in which case the maximum number of marks for each subject is 200. R.R.O. 1960, Reg. 104, s. 30.

31. Where a teacher in training in the One-year Course, or in the second year of the Two-year Course, or in the completing year of the In-service Course,

- (a) has complied with the requirements for admission to the course;
- (b) has obtained at least 600 marks in practice teaching; and
- (c) has, for each subject of the course,
  - (i) been exempted under section 28 from writing the final examination, or
  - (ii) obtained a total of at least 120 marks for the sessional record and the final examination,

the principal of the teachers' college and the Director of Teacher Education shall report to the Deputy Minister that the teacher in training has successfully completed the course. R.R.O. 1960, Reg. 104, s. 31, *amended*.

32. Where a teacher in training in the Primary School Specialist's Course,

- (a) has complied with the requirements for admission to the course;
- (b) has obtained at least 600 marks in practice teaching; and
- (c) has, for each subject of the course,
  - (i) been exempted under section 28 from writing the final examination, or
  - (ii) obtained a total of at least 120 marks for the sessional record and the final examination,

the principal of the teachers' college and the Director of Teacher Education shall report to the Deputy Minister that he has successfully completed the course. R.R.O. 1960, Reg. 104, s. 32, *amended*.

33. Where a teacher in training in the Intermediate Art and Crafts Certificate Course,

- (a) has also been a teacher in training in the One-year Course at the Toronto Teachers' College;

- (b) has successfully completed the special practice teaching and term assignments required in the course; and
- (c) has obtained at least 60 marks in the special final examination in art for the course,

the principal of the teachers' college and the Director of Teacher Education shall report to the Deputy Minister that he has successfully completed the course. R.R.O. 1960, Reg. 104, s. 33, *amended*.

**34.** Where the principal of a teachers' college and the Director of Teacher Education are unable to report under section 31, 32 or 33 that a teacher in training has successfully completed his course, the teacher in training may repeat in a subsequent year the course in which he was enrolled but he shall be exempted from attendance during the months of September, October, November and December. R.R.O. 1960, Reg. 104, s. 34, *amended*.

**35.** Where a teacher in training in the Pre-Teachers' College Summer Course, First Year,

- (a) has complied with the requirements for admission to the course; and
- (b) has, for each subject of the course,
  - (i) been exempted under section 28 from writing the final examination, or
  - (ii) obtained a total of at least 120 marks for the sessional record and the final examination,

the Minister shall, upon the recommendation of the principal and the Director of Teacher Education grant him a Temporary Certificate in Form 5. R.R.O. 1960, Reg. 104, s. 35, *amended*.

**36.** Where a teacher in training in the Pre-Teachers' College Summer Course, Second Year,

- (a) has complied with the requirements for admission to the course; and
- (b) has, for each subject of the course,
  - (i) been exempted under section 28 from writing the final examination, or
  - (ii) obtained a total of at least 120 marks for the sessional record and the final examination,

the Registrar shall, upon the recommendation of the principal and the Director of Teacher Education, endorse his Temporary Certificate in item 2 of Form 5. R.R.O. 1960, Reg. 104, s. 36, *amended*.

#### ADMISSION TO SECOND YEAR OF TWO-YEAR COURSE

**37.** Where a teacher in training in the first year of the Two-year Course,

- (a) has obtained at least 600 marks in practice teaching; and
- (b) has, for each subject of the course,
  - (i) been exempted under section 28 from writing the final examination, or
  - (ii) obtained a total of at least 120 marks for the sessional record and the final examination,

the Minister shall grant him admission to the second year of the course. R.R.O. 1960, Reg. 104, s. 37.

**38.**—(1) Where a teacher in training in the first year of the Two-year Course,

- (a) has obtained at least 600 marks in practice teaching; and
- (b) has failed to obtain at least 120 marks for the sessional record and the final examination in not more than two subjects of the course,

the Minister shall grant him conditional admission to the second year of the course.

(2) A teacher in training who has been granted conditional admission to the second year of the Two-year Course under subsection 1 shall not be granted standing for the first year until he has passed the final examinations of a teachers' college in one or more subsequent years in the subject or subjects in which he previously failed.

(3) Subject to subsection 1, a teacher in training who has failed to obtain the standing necessary for admission to the second year of the Two-year Course may repeat the course by reattending in the first year at any teachers' college. R.R.O. 1960, Reg. 104, s. 38.

#### APPEALS

**39.**—(1) Where a teacher in training in a teachers' college passes in practice teaching but fails to pass the final examination in one or more subjects, or where a teacher in training in a Pre-Teachers' College Summer Course fails to pass the final examination in one or more subjects, his case shall be reconsidered if within two weeks after the examination results are announced he submits to the Deputy Minister,

- (a) an appeal;
- (b) a statement of the grounds upon which the appeal is based; and
- (c) a fee of \$2 for each paper appealed.



(2) The appeal fee shall be refunded to a teacher in training whose appeal is successful. R.R.O. 1960, Reg. 104, s. 39.

Form 1

*The Department of Education Act*

APPLICATION FOR ADMISSION

Date....., 19....

The Deputy Minister of Education,  
Parliament Buildings,  
Toronto, Ontario.

Under the regulations prescribed for the Department of Education,

I,.....  
(print all names in full, surname preceding)

of.....  
(address in full)

apply for admission to the following teachers' college course:

.....  
\*(insert name of course)

The teachers' college nearest my place of residence is

.....  
(name of teachers' college)

I enclose the following documents:

(a) .....  
(birth certificate; baptismal certificate; or proof of age form)

(b) a character certificate, signed by.....

(c) † evidence that I am a Canadian citizen or a landed immigrant.

(d) ‡ (i) *for admission to the One-year Course*

Departmental certificates showing Grade 13 standing in the following papers:.....

(ii) *for admission to the Two-year Course or the Pre-Teachers' College Summer Course, First Year*

a Secondary School Graduation Diploma of the General Course obtained at.....  
.....  
(name of school)

in 19....

(iii) *for admission to the Primary School Specialist's Course*

evidence of a university degree obtained at..... in 19...., or  
(name of university)

my Interim Elementary School Teacher's Certificate

(iv) *for admission to the Intermediate Art and Crafts Certificate Course*

evidence of the successful completion of the Two-year Course in "Art for Prospective Teachers" at the Ontario College of Art.

.....  
(signature of applicant)

\*One-year Course, Two-year Course; Pre-Teachers' College Summer Course, First Year; Primary School Specialist's Course; Intermediate Art and Crafts Certificate Course, (only where application is being made also for the One-year Course).

†Required only of applicants who were born outside Canada.

‡Strike out subclause not applicable. R.R.O. 1960, Reg. 104, Form 1, *amended*.

Form 2

*The Department of Education Act*

PROOF OF AGE

I,.....  
(print name in full, surname preceding)

of the.....of.....  
(city, town, township)

in the County, etc. of.....  
(occupation)

declare that I have known the applicant,  
.....  
(full name of applicant)

of the.....of.....  
(city, town, township)

in the County, etc. of.....for.....years.

I know the applicant was born on the.....  
day of....., 19...., at the.....of  
(city, town, township)  
.....in the County, etc. of.....



My knowledge of the place and date of birth is based on the fact that:

(a) I am the .....  
(insert father, mother, brother or sister)

of the applicant; or

(b) I have examined the family records and find  
therein an entry, in the handwriting of the  
..... of the  
(insert father or mother)

applicant which reads as follows. ....  
.....; or

(c) I have had personal acquaintance with  
members of the applicant's family and....  
.....  
(state when and under what circumstances  
the information was obtained)

Dated at the ..... of  
(city, town, township)  
..... in the County, etc. of .....  
this ..... day of ....., 19....  
.....  
(signature)

R.R.O. 1960, Reg. 104, Form 2, revised.

Form 3

The Department of Education Act

CHARACTER CERTIFICATE

I have known.....  
(print name of applicant in full,  
surname preceding)

for ..... years and certify that .....  
is of good moral character.

Dated at the ..... of ..... in the  
..... of ....., this .....  
day of ....., 19....  
.....  
(signature)

(occupation)

R.R.O. 1960, Reg. 104, Form 3.

Form 4

The Department of Education Act

CARD OF ADMISSION

The Department of Education,  
Parliament Buildings,  
Toronto, Ontario.

To .....  
(name of applicant)  
.....  
(address)

Upon presentation of this card to the principal and  
passing the prescribed medical examination you will  
be admitted to the following teachers' college course:  
.....  
(name of course)

at the ..... teachers' college.

The school year commences Tuesday, the....day  
of September, 19....

Please advise me immediately if you are unable to  
attend.

.....  
Deputy Minister of Education  
R.R.O. 1960, Reg. 104, Form 4.

Form 5

The Department of Education Act

TEMPORARY CERTIFICATE

This is to certify that.....  
having attended successfully the Pre-Teachers'  
College Summer Course, First Year, is hereby granted  
a Temporary Certificate, valid in an elementary  
school from the 1st day of September, 19.... to the  
30th day of June, 19....

Dated at Toronto, this.....day of ....., 19....

Registered No.....

.....  
Registrar Minister of Education

ITEM 1

This is to certify that .....

has taught successfully for .....months in .....  
(school)

and is recommended for admission to the Pre-Teachers' College Summer Course, Second Year.

Date.....  
(signature of supervisory officer)

ITEM 2

The holder of this Temporary Certificate having attended successfully the Pre-Teachers' College Summer Course, Second Year, the certificate continues to be valid in an elementary school from the 1st day of September, 19.... to the 30th day of June, 19....

Dated at Toronto, this....day of....., 19....

Registrar

ITEM 3

This is to certify that .....

has taught successfully for .....months in .....  
(school)

following successful attendance at the Pre-Teachers' College Summer Course, Second Year, and is recommended for admission to the Completing Year of the In-service Course at a teachers' college.

Date.....  
(signature of supervisory officer)

R.R.O. 1960, Reg. 104, Form 5, *amended*.

REGULATION 208

under The Department of Education Act

TEACHERS' CONTRACTS

FORM OF CONTRACTS

1.—(1) Every contract between a board and a permanent teacher shall be in Form 1.

(2) Every contract between a board and a probationary teacher shall be in Form 2. R.R.O. 1960, Reg. 105, s. 1.

PAYMENT OF SALARIES

2.—(1) A board shall pay the salary of a teacher under its jurisdiction in the number of payments set forth in the contract but not fewer than ten.

(2) Where during the term of a contract between a board and a teacher the salary of the teacher is changed by mutual agreement in writing between the board and the teacher, the contract shall be deemed to be varied accordingly. R.R.O. 1960, Reg. 105, s. 2.

Form 1

*The Department of Education Act*

PERMANENT TEACHER'S CONTRACT

This Agreement made in duplicate this.....day of....., 19...., between..... hereinafter called the "Board" and ..... of { .....County (or as the case may be) ..... the ..... of ..... in the Territorial District of..... } hereinafter called the "Teacher".

1. The Board agrees to employ the Teacher as a permanent teacher and the Teacher agrees to teach for the Board commencing the .....day of ..... 19.... at a yearly salary of ..... Dollars, subject to any changes in salary mutually agreed upon by the Teacher and the

Board, payable in ..... payments, (not fewer than 10) less any lawful deduction, in the following manner:

- i. Where there are ten payments, one-tenth on or before the last teaching day of each teaching month.
- ii. Where there are more than ten payments, at least one-twelfth on or before the last teaching day of each teaching month, any unpaid balance being payable on or before the last teaching day of June, or at the time of leaving the employ of the Board, whichever is the earlier.

2. This Agreement is subject to the Teacher's continuing to hold qualifications in accordance with the Acts and regulations administered by the Minister.

3. The Teacher agrees to be diligent and faithful in his duties during the period of his employment, and to perform such duties and teach such subjects as the Board may assign under the Acts and regulations administered by the Minister.

4. Where the Teacher attends an educational conference for which the school has been legally closed and his attendance thereat is certified by the supervisory officer concerned or by the chairman of the conference, the Board agrees to make no deductions from the Teacher's salary for his absence during that attendance.

5. Where an Act of Ontario or a regulation thereunder authorizes the Teacher to be absent from school without loss of pay, the Board agrees that no deduction from his pay will be made for the period of absence so authorized.

6. This Agreement may be terminated,

- (a) at any time by the mutual consent in writing of the Teacher and the Board; or
- (b) on the 31st day of December in any year of the Teacher's employment by either party giving written notice to the other on or before the last preceding 30th day of November; or
- (c) on the 31st day of August in any year of the Teacher's employment by either party giving written notice to the other on or before the last preceding 31st day of May.



7. The Teacher agrees with the Board that in the event of his entering into an agreement with another board he will within forty-eight hours notify the Board in writing of the termination of this Agreement unless the notice has already been given.

8. Where the Teacher is to be transferred by the Board from a school in one municipality to a school in another municipality, the Board agrees to notify the Teacher in writing on or before the 1st day of May immediately prior to the school year for which the transfer is effective, but nothing in this paragraph prevents the transfer of a teacher at any time by mutual consent of the Board and the Teacher.

9. This Agreement shall remain in force until terminated in accordance with any Act administered by the Minister or the regulations thereunder.

In witness whereof the Teacher has signed and the Board has affixed hereto its corporate seal attested by its proper officers in that behalf.

.....  
(signature of Chairman of the Board)

.....  
(signature of Secretary of the Board)

.....  
(signature of Teacher)

R.R.O. 1960, Reg. 105, Form 1;  
O. Reg. 172/69, s. 1;  
O.Reg. 123/70, s. 1.

Form 2

The Department of Education Act

PROBATIONARY TEACHER'S CONTRACT

This Agreement made in duplicate this.....day  
of....., 19...., between.....  
hereinafter called the "Board" and.....of  
{ .....County (or as the case may be) }  
{ .....the ..... of ..... }  
{ in the Territorial District of..... }  
hereinafter called the "Teacher".

1. The Board agrees to employ the Teacher as a probationary teacher for a probationary period of .....years and the Teacher agrees to teach for the Board commencing the .....day of....., 19.... at a yearly salary of ..... Dollars,

subject to any changes in salary mutually agreed upon by the Teacher and the Board, payable in ..... payments, less any lawful (not fewer than ten) deduction, in the following manner:

- i. Where there are ten payments, one-tenth on or before the last teaching day of each teaching month.
- ii. Where there are more than ten payments, at least one-twelfth on or before the last teaching day of each teaching month, any unpaid balance being payable on or before the last teaching day of June, or at the time of leaving the employ of the Board, whichever is the earlier.

2. This Agreement is subject to the Teacher's continuing to hold qualifications in accordance with the Acts and regulations administered by the Minister.

3. The Teacher agrees to be diligent and faithful in his duties during the period of his employment, and to perform such duties and teach such subjects as the Board may assign under the Acts and regulations administered by the Minister.

4. Where the Teacher attends an educational conference for which the school has been legally closed and his attendance thereat is certified by the supervisory officer concerned or by the chairman of the conference, the Board agrees to make no deductions from the Teacher's salary for his absence during that attendance.

5. Where an Act of Ontario or a regulation thereunder authorizes the Teacher to be absent from school without loss of pay, the Board agrees that no deduction from his pay will be made for the period of absence so authorized.

6. Notwithstanding anything in this contract this Agreement may be terminated,

- (a) at any time by the mutual consent in writing of the Teacher and the Board; or
- (b) on the 31st day of December in any year of the Teacher's employment by either party giving written notice to the other on or before the last preceding 30th day of November; or
- (c) on the 31st day of August in any year of the Teacher's employment by either party giving written notice to the other on or before the last preceding 31st day of May.

7. The Teacher agrees with the Board that in the event of his entering into an agreement with another board he will within 48 hours notify the Board in writing of the termination of this Agreement unless the notice has already been given.

8. Where this Agreement is not terminated under paragraph 6 at the conclusion of the probationary period in paragraph 1, the Teacher is deemed to be employed as a permanent teacher by the Board.

In Witness whereof the Teacher has signed and the Board has affixed hereto its corporate seal attested by its proper officers in that behalf.

.....  
(signature of Chairman of the Board)

.....  
(signature of Secretary of the Board)

.....  
(signature of Teacher)

R.R.O. 1960, Reg. 105, Form 2;  
O. Reg. 30/63, s. 1; O. Reg. 123/70, s. 2.

## REGULATION 209

under The Department of Education Act

### TEXT BOOKS

1. The text-books in each of the schedules in column 1 of the Table are approved for use in the grades in column 2 set opposite each Schedule:

TABLE

ITEM	COLUMN 1	COLUMN 2
1	Schedule 1	Grades 1, 2 and 3
2	Schedule 2	Grades 4, 5 and 6
3	Schedule 3	Grades 7 and 8
4	Schedule 4	Grades 9 and 10
5	Schedule 5	Grades 11 and 12

O. Reg. 137/62, s. 1.

### Schedule 1

#### TEXT-BOOKS FOR GRADES 1, 2 AND 3

1. Canadian Basic Readers, published by Holt, Rinehart and Winston of Canada Ltd.:

(a) Stories about Sandy;

(b) The March Family;

(c) All in a Day;

(d) Going Places; and

(e) Across the Country.

2. Canadian Reading Development Series, published by Copp Clark Publishing Co., Ltd.:

(a) Off to School;

(b) Come Along With Me; and

(c) It's Story Time.

3. Young Canada Reading Series, published by Thomas Nelson & Sons (Canada) Ltd.:

(a) Surprises;

(b) Mr. Whiskers;

(c) The Toy Box; and

(d) Magic and Make-believe.

4. Developing Comprehension in Reading, published by J. M. Dent & Sons (Canada) Ltd.:

(a) Book 2; and

(b) Book 3.

5. Dents Speller, published by J. M. Dent & Sons (Canada) Ltd.:

(a) Book 2; and

(b) Book 3.

6. Spelling Skills, published by Ginn and Company:

(a) Book 2; and

(b) Book 3.

7. The Macmillan Spelling Series, published by Macmillan Company of Canada Ltd.:

(a) Book 2; and

(b) Book 3.

8. Word Family Spellers, published by Book Society of Canada Ltd.:

(a) Book 2; and

(b) Book 3.

9. Thank You Neighbour, published by House of Grant (Canada) Ltd.

10. We Live in Green Wood Village, published by J. M. Dent & Sons (Canada) Ltd.

11. There's No Place Like Home, published by Book Society of Canada Ltd.

12. Homes and Homelands, published by Holt, Rinehart and Winston of Canada Ltd.

13. Homes Around the World, published by House of Grant (Canada) Ltd.

14. The Little World on Maple Street, published by J. M. Dent & Sons (Canada) Ltd.

15. Arithmetic We Need, published by Ginn and Company.

16. Study Arithmetic, published by W. J. Gage Ltd.



17. Arithmetic With Meaning, published by Thomas Nelson & Sons (Canada) Ltd.
18. Copp Clark Arithmetics, published by Copp Clark Publishing Co., Ltd.
19. New High Road of Song, published by W. J. Gage Ltd.:
  - (a) Book 3.
20. Songtime, published by Holt, Rinehart and Winston of Canada Ltd.:
  - (a) Book 3.
21. Faith and Freedom, New Edition, published by Ginn and Company:
  - (a) Here We Come;
  - (b) This Is Our Home;
  - (c) Here We Are Again;
  - (d) This Is Our Family;
  - (e) These Are Our Friends;
  - (f) These Are Our Neighbours;
  - (g) This Is Our Parish;
  - (h) This Is Our Town; and
  - (i) This Is Our Valley.
22. New Cathedral Basic Readers, published by W. J. Gage Ltd.:
  - (a) The New We Look and See;
  - (b) The New We Work and Play;
  - (c) The New We Come and Go;
  - (d) Fun With John and Jean;
  - (e) The New Our New Friends;
  - (f) The New Friends and Neighbours;
  - (g) The New More Friends and Neighbours;
  - (h) The New Streets and Roads; and
  - (i) The New More Streets and Roads.
23. Collection Santé, published by W. J. Gage Ltd.:
  - (a) Encore Paul, Jeanne et Lise;
  - (b) Les Trois Amis; and
  - (c) Une Famille Heureuse.
24. Série Feuille d'Erable, published by Thomas Nelson & Sons (Canada) Ltd.:
  - (a) Les Bons Enfants;
  - (b) Les Enfants Heureux; and
  - (c) De Belles Histoires.
25. Frères des Ecoles Chrétiennes Series, published by Frères des Ecoles Chrétiennes:
  - (a) Cours de Lecture Book 2.
26. "Cathédrale" Series, published by W. J. Gage Ltd.:
  - (a) Viens voir;
  - (b) Viends travailler, viens jouer;
  - (c) Viens te promener;
  - (d) On s'amuse;
  - (e) Des amis nouveaux;
  - (f) Encore, encore des amis;
  - (g) De surprise en surprise; and
  - (h) Encore des surprises.
27. "J'apprends à lire" Series, published by W. J. Gage Ltd.:
  - (a) Bébé, Marie, et Jean;
  - (b) Qu'il fait bon chez nous;
  - (c) La porte est ouverte; and
  - (d) Histoires et contes amusants.
28. "Foi et Liberté" Series, published by Ginn and Company:
  - (a) Chez Nous; and
  - (b) Notre Famille.
29. Mon Orthographe, Premier Livre, published by Ginn and Company.
30. Les Arithmétiques Copp Clark, published by Copp Clark Publishing Co. Ltd.:
  - (a) Troisième Livre.
31. Au Pays des Nombres, published by W. J. Gage Ltd.:
  - (a) Troisième Livre.

32. Mon Village de Val-des-Bois, published by J. M. Dent & Sons (Canada) Ltd.
33. Habitations et Nations, published by Holt, Rinehart and Winston of Canada Ltd. O. Reg. 137/62, Sched. 1; O. Reg. 227/63, s. 1.

### Schedule 2

#### TEXT-BOOKS FOR GRADES 4, 5 AND 6

1. Health and Personal Development Programme, published by W. J. Gage Ltd.:
  - (a) The Girl Next Door;
  - (b) You; and
  - (c) You and Others.
2. Canadian Basic Readers, published by Holt, Rinehart and Winston of Canada Ltd.:
  - (a) Golden Spurs, Book 6;
  - (b) Story Caravan, Book 7; and
  - (c) Argosy, Book 8.
3. Canadian Ginn Basic Readers, published by Ginn and Company:
  - (a) Adventure Awaits (4);
  - (b) Beyond the Horizon (5); and
  - (c) New Worlds (6).
4. Canadian Heritage Readers, published by J. M. Dent & Sons (Canada) Ltd.:
  - (a) Happy Highways; and
  - (b) Under Canadian Skies (5).
5. Canadian Parade Readers, published by J. M. Dent & Sons (Canada) Ltd.:
  - (a) Young Explorers;
  - (b) Gay Adventurers; and
  - (c) Proud Procession.
6. Canadian Reading Development Series, published by Copp Clark Publishing Co., Ltd.:
  - (a) Up and Away;
  - (b) Wide Open Windows; and
  - (c) All Sails Set.
7. Highroads to Reading, published by Thomas Nelson & Sons (Canada) Ltd.:
  - (a) Riding With the Sun;
  - (b) Over Land and Sea; and
  - (c) On the Beam.
8. New World Readers, Revised Edition, published by Ryerson Press and Macmillan Company of Canada Ltd.:
  - (a) Over the Bridge;
  - (b) Under the North Star; and
  - (c) My World and I.
9. Young Canada Readers, published by Thomas Nelson & Sons (Canada) Ltd.:
  - (a) Book 4.
10. Developing Comprehension in Reading, published by J. M. Dent & Sons (Canada) Ltd.:
  - (a) Book 4; and
  - (b) Book 5.
11. Introduction to Better Reading, published by Book Society of Canada Ltd.:
  - (a) Grades 5 and 6.
12. Creative English, published by Copp Clark Publishing Co., Ltd.:
  - (a) Book 4; and
  - (b) Book 5.
13. We Talk and Write of Things About Us, published by W. J. Gage Ltd.
14. Developing Language Skills, published by Ryerson Press:
  - (a) Book 5.
15. Language Comes Alive, published by J. M. Dent & Sons (Canada) Ltd.:
  - (a) Book 4;
  - (b) Book 5; and
  - (c) Book 6.
16. Dent's Speller, published by J. M. Dent Sons (Canada) Ltd.:
  - (a) Book 4;

- (b) Book 5; and
- (c) Book 6.
- 17. Spelling Skills, published by Ginn and Company:
  - (a) Book 4;
  - (b) Book 5; and
  - (c) Book 6.
- 18. The Macmillan Spelling Series, published by Macmillan Company of Canada Ltd.:
  - (a) Book 4;
  - (b) Book 5; and
  - (c) Book 6.
- 19. World Family Spellers, published by Book Society of Canada Ltd.:
  - (a) Book 4;
  - (b) Book 5; and
  - (c) Book 6.
- 20. The Canadian Teaching Dictionary, published by Clarke, Irwin & Co. Ltd.
- 21. The Winston Canadian Dictionary For Schools published by Holt, Rinehart and Winston of Canada Ltd.
- 22. Words and Their Meanings, published by Copp Clark Publishing Co., Ltd.
- 23. Canadian Wonderland of Science, published by Book Society of Canada Ltd.:
  - (a) Book 4;
  - (b) Book 5; and
  - (c) Book 6.
- 24. Basic Studies in Science, published by W. J. Gage Ltd.:
  - (a) Discovering Our World, Book 1;
  - (b) Discovering Our World, Book 2; and
  - (c) Discovering Our World, Book 3.
- 25. Science Today and Tomorrow, published by Ginn and Company:
  - (a) Discovering with Science;
  - (b) Adventuring in Science; and
  - (c) Experimenting in Science.
- 26. Science for Modern Living, published by Longmans Canada Ltd.:
  - (a) Across the Land;
  - (b) Through the Seasons; and
  - (c) Beneath the Skies.
- 27. Exploring Science, published by Macmillan Company of Canada Ltd.:
  - (a) Book 4;
  - (b) Book 5; and
  - (c) Book 6.
- 28. Understanding Science, published by Holt, Rinehart and Winston of Canada Ltd.:
  - (a) Explaining Why; and
  - (b) Discovering Why.
- 29. We Live in Ontario, published by Book Society of Canada Ltd.
- 30. Canada and Other Lands, published by Holt, Rinehart and Winston of Canada Ltd.
- 31. At Home and Abroad, published by Macmillan Company of Canada Ltd.
- 32. The Upward Trail, published by Ryerson Press.
- 33. A World Discovered, published by J. M. Dent & Sons (Canada) Ltd.
- 34. Pirates and Pathfinders, published by Clarke, Irwin & Co. Ltd.
- 35. They Went Exploring, published by Book Society of Canada Ltd.
- 36. The World Was Wide, published by Ryerson Press.
- 37. New World Social Studies, published by Holt, Rinehart and Winston of Canada Ltd.
- 38. Breastplate and Buckskin, published by Ryerson Press.
- 39. Westward to the Americas, published by Longmans Canada Ltd.
- 40. Nelson's Canadian Junior Atlas, published by Thomas Nelson & Sons (Canada) Ltd.
- 41. Copp Clark Arithmetics, published by Copp Clark Publishing Co., Ltd.
  - (a) Book 4;



- (b) Book 5; and  
(c) Book 6.
42. Arithmetic for Canadians, published by J. M. Dent & Sons (Canada) Ltd. and Macmillan Company of Canada Ltd.:
- (a) Book 4;  
(b) Book 5; and  
(c) Book 6.
43. Study Arithmetic, published by W. J. Gage Ltd.:
- (a) Book 4;  
(b) Book 5; and  
(c) Book 6.
44. Arithmetic We Need, published by Ginn and Company:
- (a) Book 4;  
(b) Book 5; and  
(c) Book 6.
45. Arithmetic With Meaning, published by Thomas Nelson & Sons (Canada) Ltd.:
- (a) Book 4;  
(b) Book 5; and  
(c) Book 6.
46. Winston Arithmetics, published by Holt, Rinehart and Winston of Canada Ltd.:
- (a) Book 1, Learning Numbers (4); and  
(b) Book 3, Understanding Numbers (6).
47. New High Road of Song, published by W. J. Gage Ltd.:
- (a) Book 4;  
(b) Book 5; and  
(c) Book 6.
48. New High Road to Sight Singing, published by W. J. Gage Ltd.:
- (a) Book 1; and  
(b) Book 2.
49. Songs for Today, published by Waterloo Music Co. Ltd.:
- (a) Book 4;  
(b) Book 5; and  
(c) Book 6.
50. Pre-Teen Song Setting, published by Gordon V. Thompson Ltd.
51. Faith and Freedom, published by Ginn and Company:
- (a) This Is Our Land;  
(b) These Are Our Stories; and  
(c) This Is Our Heritage.
52. Collection Santé, published by W. J. Gage Ltd.:
- (a) La Petite Voisine;  
(b) Vous et Votre Santé; and  
(c) Vous et les Autres.
53. F. E. C. Series, published by Frères des Ecoles Chrétiennes:
- (a) Cours de Lecture, Book 3.
54. "J'apprends à lire" Series, published by W. J. Gage Ltd.:
- (a) Le trésor de jeunes conteurs.
55. Série Feuille d'Erable, published by Thomas Nelson & Sons (Canada) Ltd.:
- (a) Le Bon Temps, Grade 4;  
(b) Aux Quatre Vents, Grade 5; and  
(c) Près de la Fontaine, Grade 6.
56. Mon livre de français, published by Frères du Sacre-Coeur:
- (a) Book 4;  
(b) Book 5; and  
(c) Book 6.
57. Mon Orthographe, published by Ginn and Company:
- (a) Deuxième Livre; and  
(b) Troisième Livre.

58. Larouse des Débutants, published by Les Editions Françaises Inc.
59. Au Canada et à l'étranger, published by Macmillan Company of Canada Ltd.
60. Explorateurs et Conquérants, published by Ryerson Press.
61. La Découverte, Grade 5, published by Thomas Nelson & Sons (Canada) Ltd.
62. La Découverte du Monde, published by Clarke, Irwin & Co. Ltd.
63. La Nouvelle-France, Grade 6, published by Thomas Nelson & Sons (Canada) Ltd.
64. Le Canada et d'autres contrées, published by Holt, Rinehart and Winston of Canada Ltd.
65. Le Canada and Ses Voisins, published by Ginn and Company.
66. Notre Histoire, published by Copp Clark Publishing Co., Ltd.
67. Les Arithmétiques Copp Clark, published by Copp Clark Publishing Co., Ltd.:
  - (a) 4e Livre;
  - (b) 5e Livre; and
  - (c) 6e Livre.
68. Au Pays des Nombres, published by W. J. Gage Ltd.:
  - (a) 4e Livre.
69. Mon Ecole Chante, published by La Bonne Chanson:
  - (a) Grade 4;
  - (b) Grade 5; and
  - (c) Grade 6.  
O. Reg. 137/62, Sched. 2; O. Reg. 227/63, s. 2.
2. Prose and Poetry for Canadians, published by J. M. Dent & Sons (Canada) Ltd.:
  - (a) Journeys; and
  - (b) Adventures.
3. Literature and Life, published by W. J. Gage Ltd.:
  - (a) Book 1; and
  - (b) Book 2.
4. Canada Book of Prose and Verse, published by Ryerson Press and Macmillan Company of Canada Ltd.:
  - (a) Beckoning Trails; and
  - (b) Life and Adventure.
5. Better Reading for Canadian Schools; published by Book Society of Canada Ltd.:
  - (a) Grades 7 and 8.
6. Developing Language Skills, published by Ryerson Press:
  - (a) Book 7; and
  - (b) Book 8.
7. Dent's Speller, published by J. M. Dent & Sons (Canada) Ltd.:
  - (a) Book 7; and
  - (b) Book 8.
8. Macmillan Spelling Series, published by Macmillan Company of Canada Ltd.:
  - (a) Book 7; and
  - (b) Book 8.
9. Spelling Skills, published by Ginn and Company;
  - (a) Book 7; and
  - (b) Book 8.
10. Word Family Spellers, published by Book Society of Canada Ltd.:
  - (a) Book 7; and
  - (b) Book 8.
11. The Winston Canadian Dictionary for Schools, published by Holt, Rinehart and Winston of Canada Ltd.

### Schedule 3

#### TEXT-BOOKS FOR GRADES 7 AND 8

1. Canadian Reading Development Series, published by Copp Clark Publishing Co., Ltd.:
  - (a) High Flight; and
  - (b) Shining Skies.

12. Health and Personal Development Programme, published by W. J. Gage Ltd.:
  - (a) You're Growing Up; and
  - (b) Into Your Teens.
13. Canada in North America to 1800, published by Copp Clark Publishing Co., Ltd.
14. Canada: The Struggle for Empire, Revised Edition, published by J. M. Dent and Sons (Canada) Ltd.
15. Canada, a New Land, published by W. J. Gage Ltd.
16. Canada, Our Country, Part 1, published by Macmillan Company of Canada Ltd.
17. Land of Promise, published by House of Grant (Canada) Ltd.
18. Bold Ventures, published by Clarke, Irwin and Co. Ltd.
19. Fair Domain, published by Ryerson Press.
20. Land, Water and People, published by Van Nostrand Co. (Canada) Ltd.
21. Geography for Canadians, Book 1, published by McGraw-Hill Company of Canada Ltd.
22. A Geography of Canada, published by J. M. Dent & Sons (Canada) Ltd.
23. This Land, published by Oxford University Press.
24. Canada in North America 1800-1901, published by Copp Clark Publishing Co., Ltd.
25. Canada, the New Nation, published by W. J. Gage Ltd.
26. From Sea to Sea, published by House of Grant (Canada) Ltd.
27. Canada, Our Country, Part 2, published by Macmillan Company of Canada Ltd.
28. One Dominion, published by Ryerson Press.
29. The United States of America, Middle America, published by J. M. Dent & Sons (Canada) Ltd.
30. Beyond Our Borders, published by Holt, Rinehart and Winston of Canada Ltd.
31. The United States and Latin America, published by Copp Clark Publishing Co. Ltd.
32. Aldine World Atlas, published by J. M. Dent & Sons (Canada) Ltd.
33. A Historical Atlas of Canada, published by Thomas Nelson & Sons (Canada) Ltd.
34. Canadian Oxford School Atlas, published by Oxford University Press.
35. Nelson's Canadian School Atlas, Second Edition, published by Thomas Nelson & Sons (Canada) Ltd.
36. Steps in Map Reading, published by W. J. Gage Ltd.
37. Maps, How to Read and Interpret Them, published by Clarke, Irwin & Co. Ltd.
38. By Map and Compass, published by Macmillan Company of Canada Ltd.
39. Intermediate Mathematics, published by Copp Clark Publishing Co. Ltd.:
  - (a) Book 1; and
  - (b) Book 2.
40. Mathematics for Canadians, published by J. M. Dent & Sons (Canada) Ltd. and Macmillan Company of Canada Ltd.:
  - (a) Book 7; and
  - (b) Book 8.
41. Arithmetic We Need, published by Ginn and Company:
  - (a) Book 7; and
  - (b) Book 8.
42. Mathematics With Meaning, published by Thomas Nelson & Sons (Canada) Ltd.:
  - (a) Book 7.
43. Study Arithmetic, published by W. J. Gage Ltd.:
  - (a) Book 7; and
  - (b) Book 8.
44. Winston Mathematics, published by Holt, Rinehart and Winston of Canada Ltd.:
  - (a) Book 1; and
  - (b) Book 2.
45. Advancing in Science, published by J. M. Dent & Sons (Canada) Ltd.:
  - (a) Book 7; and
  - (b) Book 8.



46. Intermediate Science, published by Holt, Rinehart and Winston of Canada Ltd.:  
(a) Book 1; and  
(b) Book 2.
47. Science Activities, published by W. J. Gage Ltd.:  
(a) Book 7; and  
(b) Book 8.
48. En Route, Canadiens, published by Copp Clark Publishing Co. Ltd.
49. French Storybook Grammar, published by Ginn and Company.
50. New High Road of Song, published by W. J. Gage Ltd.:  
(a) Intermediate, Book 1; and  
(b) Intermediate, Book 2.
51. Practical Sight Singing for Senior Grades, published by Jarman Publications Ltd.
52. Youthful Voices, Book 1, published by Gordon V. Thompson Ltd.
53. Songs for Today, Book 7, published by Waterloo Music Co. Ltd.
54. Faith and Freedom, published by Ginn and Company:  
(a) These Are Our Ways; and  
(b) These Are Our Horizons.
55. Série Feuille d'Erable, published by Thomas Nelson & Sons (Canada) Ltd.:  
(a) La Vie Canadienne; and  
(b) Vers L'Avenir.
56. Collection Santé, published by W. J. Gage Ltd.:  
(a) Vous Grandissez; and  
(b) Les années de l'adolescence.
57. Notre Histoire, published by Copp Clark Publishing Co., Ltd.
58. Le Canada et Ses Voisins, published by Ginn and Company.
59. Les Deux Canadas, published by Thomas Nelson & Sons (Canada) Ltd.

60. La Confédération, published by Thomas Nelson & Sons (Canada) Ltd.
61. Mon Ecole Chante, published by La Bon Chanson:  
(a) Grade 7; and  
(b) Grade 8. O. Reg. 137/62, Sched. 3; O. Reg. 227/63, s. 3.

#### Schedule 4

##### TEXT-BOOKS FOR GRADES 9 AND 10

1. Better Reading for Canadian Schools, published by Book Society of Canada Ltd.
2. English Practice, Revised Edition, published by Copp Clark Publishing Co., Ltd.
3. Creative Composition, published by Longmans Canada Ltd.
4. Writing With a Purpose, published by McClelland & Stewart Ltd.:  
(a) Book 1; and  
(b) Book 2.
5. Working with English, published by Ryerson Press.
6. Vocational Speller, published by Sir Isaac Pitman & Sons (Canada) Ltd.
7. Spelling and Vocabulary Studies, published by Sir Isaac Pitman & Sons (Canada) Ltd.
8. Words, Revised Edition, published by McGraw-Hill Company of Canada Ltd.
9. Good Health Today, published by Ginn and Company.
10. Building Health, Revised Edition, published by Longmans Canada Ltd.
11. Canada and the Commonwealth, published by J. M. Dent & Sons (Canada) Ltd.
12. Great Britain, Its History to 1901, published by Oxford University Press.
13. The Great Heritage, published by House of Grant (Canada) Ltd.
14. The British Epic, published by Clarke, Irwin & Co. Ltd.
15. Proud Ages, published by Ryerson Press.
16. Britain, The Growth of Freedom, published by J. M. Dent & Sons (Canada) Ltd.

17. Geography for Canadians, Book 3, published by McGraw-Hill Company of Canada Ltd.
18. Lands Overseas, published by British Book Service (Canada) Ltd.
19. In Many Latitudes, published by Holt, Rinehart and Winston of Canada Ltd.
20. The Outer Crescent, published by Copp Clark Publishing Co., Ltd.
21. Decisive Decades, published by Thomas Nelson & Sons (Canada) Ltd.
22. The Twentieth Century, published by House of Grant (Canada) Ltd.
23. Three Nations, published by McClelland & Stewart Ltd.
24. The Winds of Change, published by Ryerson Press.
25. The Modern Era, published by Clarke, Irwin & Co. Ltd.
26. Canada and the World, published by J. M. Dent & Sons (Canada) Ltd.
27. Canadians and Their Government, published by J. M. Dent & Sons (Canada) Ltd.
28. How Are We Governed?, published by Clarke, Irwin & Co. Ltd.
29. Through Europe and Asia, published by Holt, Rinehart and Winston of Canada Ltd.
30. Geography for Canadians, Book 4, published by McGraw-Hill Company of Canada Ltd.
31. Eurasia, Revised Edition, published by Copp Clark Publishing Co., Ltd.
32. A Historical Atlas of Canada, published by Thomas Nelson & Sons (Canada) Ltd.
33. Canadian Oxford School Atlas, published by Oxford University Press.
34. Aldine World Atlas, published by J. M. Dent & Sons (Canada) Ltd.
35. Nelson's Canadian School Atlas, Third Edition, published by Thomas Nelson & Sons, (Canada) Ltd.
36. Maps, How to Read and Interpret Them, published by Clarke, Irwin & Co. Ltd.
37. Mathematics in Practice, Revised Edition, published by Macmillan Company of Canada Ltd.
38. Junior Commercial Arithmetic, published by Ryerson Press.
39. Intermediate Technical Mathematics, published by Copp Clark Publishing Co., Ltd.
40. Canadian Business Arithmetic, Part 1, published by Sir Isaac Pitman & Sons (Canada) Ltd.
41. Mathematics 9, published by W. J. Gage Ltd.
42. Secondary School Mathematics, Grade 9, published by Copp Clark Publishing Co., Ltd.
43. Functional Mathematics, published by Holt, Rinehart and Winston of Canada Ltd.
  - (a) Intermediate, Book 3; and
  - (b) Intermediate, Book 4.
44. Intermediate Mathematics, published by Copp Clark Publishing Co., Ltd.:
  - (a) Book 3; and
  - (b) Book 4.
45. Mathematics for Canadians, published by J. M. Dent & Sons (Canada) Ltd. and Macmillan Company of Canada Ltd.:
  - (a) Book 9; and
  - (b) Book 10.
46. Agriculture for High Schools, published by W. J. Gage Ltd.
47. Methods of Science, published by Clark, Irwin and Co. Ltd.:
  - (a) Book 3, Revised Edition; and
  - (b) Book 4.
48. Experiments in Elementary Science, published by Sir Isaac Pitman & Sons (Canada) Ltd.
49. Elements of Science, Revised Edition, published by Sir Isaac Pitman & Sons (Canada) Ltd.
50. Basic General Science, published by Macmillan Company of Canada Ltd.:
  - (a) Book 1; and
  - (b) Book 2.
51. Intermediate Science, published by Holt, Rinehart and Winston of Canada Ltd.:
  - (a) Book 3.



52. Cours Primaire de Français, published by Copp Clark Publishing Co., Ltd.
53. Premières Années de Français, published by Clarke, Irwin & Co. Ltd.
54. Le Français Vivant, published by Copp Clark Publishing Co., Ltd.
55. New Junior French, published by Ginn and Company.
56. Parlons Français! Book 1, published by Longmans Canada Ltd.
57. Recueil de Morceaux, published by Copp Clark Publishing Co., Ltd.
58. Grammaire Française, published by Clercs de St. Viateur.
59. Langue Française, published by Frères des Ecoles Chrétiennes.
60. La Composition Française, published by Dr. J. O. Proulx.
61. A First German Book, published by Longmans Canada Ltd.
62. Beginning German, published by Collier-Macmillan Canada Ltd.
63. Basic Russian, Book 1, published by Sir Isaac Pitman & Sons (Canada) Ltd.
64. First Course in Russian, Part 1, published by Copp Clark Publishing Co., Ltd.
65. Latin for Canadian Schools, published by Copp Clark Publishing Co., Ltd.
66. Latin for Secondary Schools (Revised Edition), published by W. J. Gage Ltd.
67. Gateway to Latin, Book 1, published by W. J. Gage Ltd.
68. Gateway to Latin, Book 2, published by W. J. Gage Ltd.
69. Living Latin, published by Clarke, Irwin & Co. Ltd.
70. The Chorister, published by W. J. Gage Ltd.:
  - (a) Book 1.
71. Youthful Voices, published by Gordon V. Thompson Ltd.:
  - (a) Book 2; and
  - (b) Book 3.
72. Essentials of Business Practice, published by Sir Isaac Pitman & Sons (Canada) Ltd.
73. Business Fundamentals, Revised Edition, published by McGraw-Hill Company of Canada Ltd.
74. Modern Business Practice, published by Ryerson Press.
75. Canadian Record Keeping Practice, published by McGraw-Hill Company of Canada Ltd.
76. Business Practice, published by Sir Isaac Pitman & Sons (Canada) Ltd.
77. Record Keeping for Everyone, published by W. J. Gage Ltd.
78. New Course Bookkeeping, published by Ryerson Press.
79. 20th Century Bookkeeping (B69), published by W. J. Gage Ltd.
80. Basic Bookkeeping, published by Sir Isaac Pitman & Sons (Canada) Ltd.
81. Canadian Bookkeeping Practice, published by McGraw-Hill Company of Canada Ltd.
82. Debit Equals Credit, published by W. J. Gage Ltd.
83. Bailey Method of Penmanship, published by Sir Isaac Pitman & Sons (Canada) Ltd.
84. Ontario Writing Course, Book 3, published by W. J. Gage Ltd.
85. New Basic Course in Pitman Shorthand, published by Sir Isaac Pitman & Sons (Canada) Ltd.
86. New Elementary Typewriting, published by Ryerson Press.
87. 20th Century Typewriting, Elementary Course, published by W. J. Gage Ltd.
88. Building Typing Skills, Book 1, published by McGraw-Hill Company of Canada.
90. New Course in Typewriting, published by Sir Isaac Pitman & Sons (Canada) Ltd.
91. High School Typewriting, Third Edition, published by McGraw-Hill Company of Canada.
92. Basic Typewriting, Part 1, published by Sir Isaac Pitman & Sons (Canada) Ltd.
93. Basic Typewriting, Part 2, published by Sir Isaac Pitman & Sons (Canada) Ltd.



94. Complete Typewriting Course, published by Copp Clark Publishing Co., Ltd.
95. General Shop Work, Revised Edition, published by Macmillan Company of Canada Ltd.
96. General Shop, published by McGraw-Hill Company of Canada Ltd.
97. A Course of Study in Drafting for Canadian High Schools, published by Tyrell Press Ltd.
98. Machine Shop Theory and Practice, published by Macmillan Company of Canada Ltd.
99. Automotive Fundamentals, published by McGraw-Hill Company of Canada Ltd.
100. Automotive Mechanics, published by Macmillan Company of Canada Ltd.
101. Hand and Machine Woodwork, published by Macmillan Company of Canada Ltd.
102. Automotive Fundamentals, published by McGraw-Hill Company of Canada.
103. Sheet Metal Practice, Part 1, published by McGraw-Hill Company of Canada.
104. Woodworking Fundamentals, published by McGraw-Hill Company of Canada. O. Reg. 137/62, Sched. 4; O. Reg. 227/63, s. 4.
9. The Enduring Past, published by Ryerson Press.
10. A World History from 1760 to the Present, published by Clarke Irwin & Co. Ltd.
11. Our Modern World, published by J. M. Dent & Sons (Canada) Ltd.
12. The Modern Age, published by Longmans Canada Ltd.
13. Old Worlds—New Vistas, published by Holt, Rinehart & Winston of Canada Ltd.
14. Land, Climate, and Man, published by Holt, Rinehart and Winston of Canada Ltd.
15. Mathematics for Canadians, 11, published by J. M. Dent & Sons (Canada) Ltd. and Macmillan Company of Canada Ltd.
16. A New Algebra for High Schools, published by Macmillan Company of Canada Ltd.
17. Logarithms, the Slide Rule, and Tables, published by Macmillan Company of Canada Ltd.
18. Mathematics Tables, published by Ryerson Press.
19. Senior Technical Mathematics, published by Macmillan Company of Canada Ltd.
20. A Modern Geometry for High Schools, published by Macmillan Company of Canada Ltd.
21. Deductive Geometry, published by Copp Clark Publishing Company Ltd.
22. Physics for Canadian Schools, Revised Edition, published by Copp Clark Publishing Co., Ltd.
23. Basic Physics for Secondary Schools, published by Macmillan Company of Canada Ltd.
24. A Training in Physics, published by J. M. Dent & Sons (Canada) Ltd.
25. Modern Physics for Secondary Schools, published by Copp Clark Publishing Co., Ltd.
26. The Elements of Chemistry, published by Clarke, Irwin & Co. Ltd.
27. Chemistry for Secondary Schools, Revised Edition, published by Copp Clark Publishing Co., Ltd.
28. Latin for Secondary Schools, Revised Edition, published by W. J. Gage, Ltd.
29. Latin for Canadian Schools, published by Copp Clark Publishing Co., Ltd.

### Schedule 5

#### TEXT-BOOKS FOR GRADES 11 AND 12

1. Style and Structure, published by J. M. Dent & Sons (Canada) Ltd.
2. Creative English, Revised Edition, published by Copp Clark Publishing Co., Ltd.
3. Learning to Write, Revised Edition, published by Macmillan Company of Canada Ltd.
4. Mastering Effective English, Third Edition, published by Copp Clark Publishing Co., Ltd.
5. The Apprentice Writer, published by McClelland & Stewart Ltd.
6. Beaux Textes des Lettres Françaises, published by Leclerc Printers Ltd.
7. A Thousand Ages, Revised First Edition, published by McGraw-Hill Company of Canada.
8. A World History from Ancient Times to 1760, published by Clarke, Irwin & Co. Ltd. and J. M. Dent & Sons (Canada) Ltd.

30. A Latin Reader for Canadian Schools, published by Copp Clark Publishing Co., Ltd.
31. Gateway to Latin, Book 3, published by W. J. Gage Ltd.
32. Gateway to Latin, Book 4, published by W. J. Gage Ltd.
33. Living Latin, published by Clarke, Irwin & Co. Ltd.
34. Selected Latin Readings, published by J. M. Dent & Sons (Canada) Ltd.
35. The First Greek Book, published by Ginn and Company.
36. Greek Through Reading, published by Ginn and Company.
37. Cours Moyen de Français, Part 1, Revised Edition, published by Clarke, Irwin & Co. Ltd.
38. Parlons Français, Book 2, Revised Edition, published by Longmans Canada Ltd.
39. Aufenthalt in Deutschland, published by Clarke, Irwin & Co. Ltd.
40. First Book in German, published by Ginn and Company.
41. Beginning German, published by Brett-Macmillan Ltd.
42. The German Reader, published by Ryerson Press.
43. A Second German Book, published by Longmans Canada Ltd.
44. Complete German Course, published by Longmans Canada Ltd.
45. First Course in Russian, Part 2, published by Copp Clark Publishing Co., Ltd.
46. First Course in Russian, Part 3, published by Copp Clark Publishing Co., Ltd.
47. Basic Russian, Book 2, published by Sir Isaac Pitman & Sons (Canada) Ltd.
48. First Year Italian, published by Copp Clark Publishing Co. Ltd.
49. Learning Spanish, Revised Edition, published by Holt, Rinehart and Winston of Canada Ltd.
50. Curso Moderno de Espanol, published by Copp Clark Publishing Co., Ltd.
51. The Chorister, Book 2, published by W. J. Gage Ltd.
52. High Road of Song, Book 3, published by W. J. Gage Ltd.
53. Canadian Business Arithmetic, Part 2, published by Sir Isaac Pitman & Sons (Canada) Ltd.
54. Senior Commercial Arithmetic, published by Ryerson Press.
55. New Course Bookkeeping, published by Ryerson Press.
56. 20th Century Bookkeeping and Accounting (B69), published by W. J. Gage Ltd.
57. Basic Bookkeeping, published by Sir Isaac Pitman & Sons (Canada) Ltd.
58. Basic Accounting Practice, published by Sir Isaac Pitman & Sons (Canada) Ltd.
59. Canadian Bookkeeping Practice, published by McGraw-Hill Company of Canada Ltd.
60. Debit Equals Credit, published by W. J. Gage Ltd.
61. Language and Letters, published by Sir Isaac Pitman & Sons (Canada) Ltd.
62. Canadian Commercial Correspondence, published by Sir Isaac Pitman & Sons (Canada) Ltd.
63. Modern Business Letters, published by Ryerson Press.
64. Economics for Canadians, published by Macmillan Company of Canada Ltd.
65. Our Economic Life, published by Sir Isaac Pitman & Sons (Canada) Ltd.
66. Living Today, published by Ryerson Press.
67. The Story of Trade and Commerce, published by Thomas Nelson & Sons (Canada) Ltd.
68. Outlines of Economic History, published by Sir Isaac Pitman & Sons (Canada) Ltd.
69. Manual of Canadian Business Law, published by Sir Isaac Pitman & Sons (Canada) Ltd.
70. Canadian Law, Revised Edition, published by Ryerson Press.
71. Pitman Shorthand Dictation and Transcription, published by Sir Isaac Pitman & Sons (Canada) Ltd.
72. Pitman Advanced Dictation Course, published by Sir Isaac Pitman & Sons (Canada) Ltd.

73. Advanced Typewriting Course, Parts 3 and 4, published by Ryerson Press.
74. Machine Calculation, published by Sir Isaac Pitman & Sons (Canada) Ltd.
75. Office Practice, published by Ryerson Press.
76. A Student's Manual for Business Machines, published by Ryerson Press.
77. Senior Secretarial Practice, published by Sir Isaac Pitman & Sons (Canada) Ltd.
78. Typewriting and Office Practice, published by Sir Isaac Pitman & Sons (Canada) Ltd.
79. Applied High School Typewriting, published by McGraw-Hill Company of Canada Ltd.
80. Complete Course in Office Practice, Second Edition, published by McGraw-Hill Company of Canada Ltd.
81. Salesmanship, published by Sir Isaac Pitman & Sons (Canada) Ltd.
82. 20th Century Typewriting, Advanced Course, published by W. J. Gage Ltd. O. Reg. 137/62, Sched. 5; O. Reg. 227/63, s. 5.



## REGULATION 210

### under The Department of Education Act

#### THE SUDBURY TEACHERS' COLLEGE AND THE UNIVERSITY OF OTTAWA TEACHERS' COLLEGE

##### INTERPRETATION

##### 1. In this Regulation,

- (a) "applicant" means an applicant for admission to a Sudbury Teachers' College course or to a University of Ottawa Teachers' College course;
- (b) "committee of selection" means a committee of selection referred to in section 10;
- (c) "Deputy Minister" means Deputy Minister of Education;
- (d) "extramural teacher in training" means a teacher in training admitted to the final examinations under subsection 4 of section 26;
- (e) "Registrar" means the Registrar of the Department. R.R.O. 1960, Reg. 107, s. 1; O. Reg. 130/66, s. 2.

##### APPLICATION

2. This Regulation applies to the Sudbury Teacher's College and to the University of Ottawa Teachers' College. R.R.O. 1960, Reg. 107, s. 2; O. Reg. 130/66, s. 3.

##### COURSES

3. The following Sudbury Teachers' College and University of Ottawa Teachers' College courses are established:

- 1. The Elementary-School Teachers' Certificate Course.
- 2. The Second Class Certificate Course. O. Reg. 130/66, s. 4.

4. The Sudbury Teachers' College courses shall be given at the Sudbury Teachers' College and the University of Ottawa Teachers' College courses shall be given at the University of Ottawa Teachers' College. R.R.O. 1960, Reg. 107, s. 4; O. Reg. 130/66, s. 5.

##### GENERAL ADMISSION REQUIREMENTS

5.—(1) Every applicant for admission to a Sudbury Teachers' College course or to a University of Ottawa Teachers' College course shall submit to the Deputy Minister,

- (a) an application in Form 1;
  - (b) a certificate of birth or baptism, or proof of age in Form 2; and
  - (c) a character certificate in Form 3. R.R.O. 1960, Reg. 107, s. 5 (1); O. Reg. 130/66, s. 6 (1).
- (2) An applicant shall not be admitted until,
- (a) he has been recommended by the committee of selection; and
  - (b) in the case of an applicant who was born outside Canada, he has submitted evidence that he is a Canadian citizen or a landed immigrant. R.R.O. 1960, Reg. 107, s. 5 (2), *amended*.

##### ADMISSION REQUIREMENTS FOR THE ELEMENTARY SCHOOL TEACHER'S CERTIFICATE COURSE

6.—(1) An applicant for admission to the Elementary School Teacher's Certificate Course shall,

- (a) comply with the requirements of section 5; and
- (b) submit to the Deputy Minister evidence that he holds Grade 13 standing in at least seven credits, including Français and either English or Anglais with an average of at least 60 per cent.

(2) An applicant may substitute for the requirements of clause *b* of subsection 1, evidence that,

- (a) he holds a degree from a university in the Commonwealth of Nations in a course of study that the Minister considers equivalent to the requirements of clause *b* of subsection 1; or
- (b) he has successfully completed the First Year at the University of Ottawa, but only if the courses of English 1, 1a, 1b, and Français 1 in the Calendar of that university have been included; or

- (c) he has successfully completed a course the Minister deems equivalent to the course in clause *b*.

(3) An applicant may substitute for evidence of Grade 13 standing in music,

- (a) certificates from The Royal Conservatory of Music of Toronto for,

- (i) Grade II theory and Grade VIII in a practical subject, or

- (ii) Grade IV theory; or

- (b) a certificate that the Minister considers equivalent to the certificate referred to in subclause i or ii of clause *a*.

(4) Where an applicant,

- (a) has been honourably discharged from active service in Her Majesty's forces; and

- (b) submits evidence of Grade 12 standing in English, Français, history and mathematics,

he may substitute evidence of six, twelve, eighteen, twenty-four, thirty, thirty-six, or forty-two months of active service for evidence of Grade 13 standing in one, two, three, four, five, six, or seven, respectively, of the credits specified in clause *b* of subsection 1.

(5) An applicant for admission to the Elementary School Teacher's Certificate Course who holds an Interim Primary School Specialist's Certificate and whose university course included the courses of English 1, 1a, 1b and Français 1 in the Calendar of the University of Ottawa, or a course that the Minister considers equivalent thereto, shall be exempted from attendance during the months of September, October, November and December.

(6) An applicant for admission to the Elementary School Teacher's Certificate Course who holds an Interim High School Assistant's Certificate, Type B and whose university degree includes the courses of English 1, 1a, 1b and Français 1 in the Calendar of the University of Ottawa, or a course that the Minister considers equivalent thereto, shall be exempted from attendance during the months of September, October, November and December.

(7) An applicant for admission to the Elementary School Teacher's Certificate Course who,

- (a) complies with the requirements of subsection 1; and

- (b) holds an Interim Ordinary Vocational Certificate or an Interim Vocational Certificate, Type B,

shall be exempted from attendance during the months of September, October, November and December. R.R.O. 1960, Reg. 107, s. 7, *amended*.

#### ADMISSION REQUIREMENTS FOR THE SECOND CLASS CERTIFICATE COURSE

7. An applicant for admission to the Second Class Certificate Course shall,

- (a) comply with the requirements of section 5; and

- (b) submit to the Deputy Minister evidence that he holds the Secondary School Graduation Diploma of the General Course with at least three options, one of which shall be Français. R.R.O. 1960, Reg. 107, s. 8, *amended*.

8. An applicant for admission to a Sudbury Teachers' College course or a University of Ottawa Teachers' College course shall submit his application not later than the 15th day of August in the year in which he intends to enter the course. O. Reg. 130/66, s. 9.

#### CARDS OF ADMISSION

9.—(1) Where an applicant has complied with the requirements for admission to a Sudbury Teachers' College course or a University of Ottawa Teachers' College course, with the exception of proof of a negative x-ray, certifying that he does not have active tuberculosis, the Deputy Minister shall send him a card of admission in Form 4. O. Reg. 130/66, s. 10 (1).

(2) No applicant shall be admitted to a Sudbury Teachers' College course or to a University of Ottawa Teachers' College course unless he presents to the principal his card of admission. R.R.O. 1960, Reg. 107, s. 11 (3); O. Reg. 130/66, s. 10 (2).

#### COMMITTEES OF SELECTION

10.—(1) The Minister shall annually appoint a committee of selection for the Sudbury Teachers' College and a committee of selection for the University of Ottawa Teachers' College. O. Reg. 130/66, s. 11.

(2) The committee of selection for the Sudbury Teachers' College and the committee of selection for the University of Ottawa Teachers' College shall be composed of,

- (a) in the case of the Sudbury Teachers' College, the principal and instructional staff and in the case of the University of Ottawa Teachers' College, the principal and instructional staff;



(b) at least one elementary school inspector; and

(c) at least one representative of the Ontario Teachers' Federation. O. Reg. 130/66, s. 11.

(3) The principal of the Sudbury Teachers' College is chairman of the committee of selection for the Sudbury Teachers' College and the principal of the University of Ottawa Teachers' College is chairman of the committee of selection for the University of Ottawa Teachers' College. O. Reg. 130/66, s. 11.

(4) The recommendation of the committee of selection with regard to an applicant may be based upon an interview conducted by a person or persons appointed by the committee for this duty, and may be based in part upon the results of written tests prescribed by the Minister.

(5) No recommendations for the rejection of an applicant shall be based upon fewer than two interviews and at one of these interviews at least three members of the committee of selection shall be present.

(6) The recommendations of the committee of selection shall be made to the Minister, whose decisions with regard to them are final.

(7) Where an applicant is rejected on the recommendation of a committee of selection, the Minister shall refund to the applicant his transportation costs, board and lodging in the manner provided in clauses a and b, of subsection 2 of section 12.

(8) A representative of the Ontario Teachers' Federation appointed by the Minister to interview applicants on behalf of a committee of selection shall be paid at the rate of \$20 for a six-hour day for each day of duty. R.R.O. 1960, Reg. 107 (4-8), *revised*.

#### SPECIAL COMMITTEE

11.—(1) The Minister shall appoint a special committee to perform the duties of the committee of selection in the case of an applicant who received his elementary or secondary school education outside Canada, the United Kingdom or the United States of America.

(2) The special committee shall be composed of,

(a) the Director of Teacher Education, or a person named by him, who shall be chairman;

(b) the Registrar or a person named by him;

(c) the Superintendent of the Supervision Section of the Program Branch of the Department, or a person named by him; and

(d) a representative of the Ontario Teachers' Federation.

(3) The recommendations of the special committee shall be made to the Minister, whose decisions with regard to them are final.

(4) Where an applicant, resident in Ontario, is required to meet the special committee in Toronto, the Minister shall refund to the applicant the cost in excess of \$5 of the return railway or bus fare from the station nearest his place of residence to Toronto and the cost of any necessary meals, sleeping-car accommodation and lodging. R.R.O. 1960, Reg. 107, s. 13, *amended*.

#### MEDICAL EXAMINATION

12.—(1) Before admission to a Sudbury Teachers' College course or a University of Ottawa Teachers' College course, an applicant shall provide the Minister with proof of a negative x-ray, certifying that he does not have active tuberculosis.

(2) Where an applicant is rejected under subsection 1, the Minister shall pay the applicant,

(a) the return coach class railway fare or bus fare between the centre at which the course is offered and the station nearest the applicant's place of residence in Ontario; and

(b) a sum for board and lodging at the rate of \$1 a day from the date the applicant began attendance at the course until the date he was notified of his exclusion by the principal. O. Reg. 130/66, s. 12.

13.—(1) Where during the course the principal recommends to the Minister that a teacher in training be required to undergo a medical examination, the Minister may,

(a) order a medical examination for the teacher in training; and

(b) appoint a legally qualified medical practitioner to conduct the examination. R.R.O. 1960, Reg. 107, s. 15 (1); O. Reg. 130/66, s. 13, *revised*.

(2) Where the medical practitioner certifies that the teacher in training is medically unfit, the Minister shall direct the principal to notify the teacher in training of his exclusion. R.R.O. 1960, Reg. 107, s. 15 (2).

#### DUTIES OF PRINCIPALS

14. The principal of the Sudbury Teachers' College or the principal of the University of Ottawa Teachers' College, as the case may be, shall,



- (a) prescribe the duties of his staff;
- (b) be responsible for the efficiency of his teachers' college; and
- (c) prepare such reports as are required from time to time by the Director of Teacher Education. R.R.O. 1960, Reg. 107, s. 16; O. Reg. 130/66, s. 14, *amended*.

#### DUTIES OF TEACHERS IN TRAINING

**15.** Every teacher in training in a Sudbury Teachers' College course or in a University of Ottawa Teachers' College course shall,

- (a) attend the classes punctually and regularly; and
- (b) submit to the discipline and authority of the principal. R.R.O. 1960, Reg. 107, s. 17; O. Reg. 130/66, s. 15.

#### SUSPENSION AND DISMISSAL OF TEACHERS IN TRAINING

**16.—(1)** The principal may, after a hearing, suspend from the Sudbury Teachers' College or from the University of Ottawa Teachers' College, as the case may be, at any time during the course a teacher in training whose conduct, progress or attendance is unsatisfactory. R.R.O. 1960, Reg. 107, s. 18 (1); O. Reg. 130/66, s. 16.

(2) Where the principal suspends a teacher in training, he shall notify the Minister, who shall,

- (a) remove, confirm or modify the suspension; or
- (b) dismiss the teacher in training from the course. R.R.O. 1960, Reg. 107, s. 18 (2).

#### PRACTICE SCHOOLS

**17.—(1)** The principal of the Sudbury Teachers' College and the principal of the University of Ottawa Teachers' College shall, in co-operation with the boards and the inspectors or superintendents of schools concerned, select, from the rural and urban schools in which French is a subject of instruction with the approval of the Minister, teachers of experience and sound judgment who shall be known as "practice teachers". R.R.O. 1960, Reg. 107, s. 21 (1); O. Reg. 130/66, s. 19.

(2) The practice teachers shall be in charge of the directed observation and practice teaching of the teachers in training. R.R.O. 1960, Reg. 107, s. 21 (2).

**18.** The instructional staff of the Sudbury Teachers' College and the instructional staff of the University of Ottawa Teachers' College, in co-opera-

tion with the practice teachers, shall determine the final standing of the teachers in training in practice teaching. R.R.O. 1960, Reg. 107, s. 22; O. Reg. 130/66, s. 20.

**19.** The principals and teachers of the practice schools for the purposes of the Sudbury Teachers' College and of the University of Ottawa Teachers' College, are subject to the authority of the principal of the teachers' college. R.R.O. 1960, Reg. 107, s. 23; O. Reg. 130/66, s. 21.

**20.** The principal of the Sudbury Teachers' College and the principal of the University of Ottawa Teachers' College shall, in co-operation with the principals of the practice schools, arrange the timetable for observation and practice teaching. R.R.O. 1960, Reg. 107, s. 24; O. Reg. 130/66, s. 22, *revised*.

**21.** A practice teacher shall permit teachers in training to enter his classroom for observation and practice teaching. R.R.O. 1960, Reg. 107, s. 25.

**22.** Where a dispute arises between the principal of the Sudbury Teachers' College or the principal of the University of Ottawa Teachers' College and the principal or teacher of a practice school in connection with any matter affecting the teachers' college, it shall be submitted for settlement to the board of the practice school and, in the event of continued disagreement, to the Minister, whose decision is final. R.R.O. 1960, Reg. 107, s. 26; O. Reg. 130/66, s. 23, *revised*.

#### SESSIONAL RECORDS

**23.—(1)** The instructional staff of the Sudbury Teachers' College and the instructional staff of the University of Ottawa Teachers' College shall keep a record of the term work of each teacher in training, to be known as a "sessional record". R.R.O. 1960, Reg. 107, s. 27 (1); O. Reg. 130/66, s. 24 (1).

(2) A sessional record of a teacher in training of the Sudbury Teachers' College or of the University of Ottawa Teachers' College shall be based on,

- (a) observation in practice schools;
- (b) oral and written class tests;
- (c) practical work;
- (d) practice in valuing answer papers of practice school pupils; and
- (e) term examinations. R.R.O. 1960, Reg. 107, s. 27 (2); O. Reg. 130/66, s. 24 (2).

(3) The instructional staff of the Sudbury Teachers' College and the instructional staff of the University of Ottawa Teachers' College shall take into consideration in determining the sessional record of a teacher in training his attitude to his work and his adaptability to teaching. R.R.O. 1960, Reg. 107, s. 27 (3); O. Reg. 130/66, s. 24 (3).

**24.** Where a teacher in training of the Sudbury Teachers' College or of the University of Ottawa Teachers' College obtains a sessional record of at least 66 per cent in a subject, the principal may exempt him from writing the final examination in that subject. R.R.O. 1960, Reg. 107, s. 28; O. Reg. 130/66, s. 25.

**25.—(1)** The final examinations of the Sudbury Teachers' College and of the University of Ottawa Teachers' College shall be conducted under the supervision of the Superintendent of Professional Training in accordance with a timetable determined by the Minister.

(2) The question papers for the final examinations shall be prepared in the case of the Sudbury Teachers' College, by the instructional staff, and, in the case of the University of Ottawa Teachers' College, by the instructional staff.

(3) The answer papers for the final examinations shall be marked in the case of the Sudbury Teachers' College, by the instructional staff, and, in the case of the University of Ottawa Teachers' College, by the instructional staff.

(4) The Minister may direct the principal of the Sudbury Teachers' College or the principal of the University of Ottawa Teachers' College to admit to the final examinations a teacher in training who has previously failed in one or more subjects of a Sudbury Teachers' College course or of a University of Ottawa Teachers' College course. O. Reg. 130/66, s. 26, *revised*.

#### FINAL EXAMINATIONS

**26.—(1)** The final examinations of the Sudbury Teachers' College and of the University of Ottawa Teachers' College shall be conducted under the supervision of the Director of Teacher Education in accordance with a timetable determined by the Minister.

(2) The question papers for the final examinations shall be prepared in the case of the Sudbury Teachers' College, by the instructional staff, and, in the case of the University of Ottawa Teachers' College, by the instructional staff.

(3) The answer papers for the final examinations shall be marked in the case of the Sudbury Teachers' College, by the instructional staff, and, in the case of the University of Ottawa Teachers' College, by the instructional staff.

(4) The Minister may direct the principal of the Sudbury Teachers' College or of the University of Ottawa Teachers' College to admit to the final examinations a teacher in training who has previously failed in one or more subjects of a Sudbury Teachers' College course or of a University of Ottawa Teachers' College course. O. Reg. 130/66, s. 26, *amended*.

**27.—(1)** Subject to subsection 3, the maximum number of marks for each subject is 200 of which 100 shall be for the sessional record and 100 for the final examinations.

(2) The maximum number of marks for practice teaching is 1000.

(3) The standing of extramural teachers in training shall be determined by the final examinations, in which case the maximum number of marks for each subject is 200. R.R.O. 1960, Reg. 107, s. 30 (1-3), *revised*.

**28.** Where a teacher in training in the Elementary School Teacher's Certificate Course or the Second Class Certificate Course,

(a) has complied with the requirements for admission to the course;

(b) has obtained at least 600 marks in practice teaching; and

(c) has, for each subject of the course,

(i) been exempted under section 24 from writing the final examination, or

(ii) obtained a total of at least 120 marks for the sessional record and the final examination,

the principal of the Sudbury Teachers' College or the principal of the University of Ottawa Teachers' College and the Director of Teacher Education shall report to the Deputy Minister that the teacher in training has successfully completed the course. R.R.O. 1960, Reg. 107, s. 31; O. Reg. 130/66, s. 28, *amended*.

**29.** Where the principal of the Sudbury Teachers' College or the principal of the University of Ottawa Teachers' College and the Superintendent of Professional Training are unable to report under section 27 that a teacher in training has successfully completed his course, the teacher in training may repeat in a subsequent year the course in which he was enrolled, but he shall be exempted from attendance during the months of September, October, November and December. R.R.O. 1960, Reg. 107, s. 32; O. Reg. 130/66, s. 29, *revised*.

#### APPEALS

**30.—(1)** Where a teacher in training in the Sudbury Teachers' College or in the University of Ottawa Teachers' College passes in practice teaching but fails to pass the final examination in one or more subjects, his case shall be reconsidered if within two weeks after the examination results are announced he submits to the Deputy Minister,



- (a) an appeal;
- (b) a statement of the grounds upon which the appeal is based; and
- (c) a fee of \$2 for each paper appealed. R.R.O. 1960, Reg. 107, s. 36 (1); O. Reg. 130/66, s. 31, *amended*.

(2) The appeal fee shall be refunded to a teacher in training whose appeal is successful. R.R.O. 1960, Reg. 107, s. 36 (2).

Form 1

*The Department of Education Act*

APPLICATION FOR ADMISSION

Date....., 19....

The Deputy Minister of Education,  
Parliament Buildings,  
Toronto, Ontario.

Under the regulations prescribed for the Department of Education,

I, .....  
(print all names in full, surname preceding)

of .....  
(address in full)

apply for admission to the following teachers' college course:

.....  
\*(name of course)

at the.....Teachers' College.

I enclose the following documents:

(a) .....  
(birth certificate; baptismal certificate; or proof of age form)

(b) a character certificate, signed by.....

(c)\*\*evidence that I am a Canadian citizen or a landed immigrant;

(d)\*\*\* (i) *for admission to the Elementary School Teacher's Certificate Course*

Departmental certificates showing Grade 13 standing in the following papers:.....

(ii) *for admission to the Second Class Certificate Course*

a Secondary School Graduation Diploma of the General Course obtained at .....  
(name of ..... in 19.... school)

\*Elementary School Teacher's Certificate Course; Second Class Certificate Course.

\*\*Required only of applicants who were born outside the Commonwealth of Nations.

\*\*\*Strike out subclauses not applicable.

O. Reg. 130/66, s. 32, *amended*.

Form 2

*The Department of Education Act*

PROOF OF AGE

I, .....  
(print name in full, surname preceding)

of the.....of .....  
(city, town, township)

in the County, etc., of.....  
(occupation)

declare that I have known the applicant,.....

.....of the.....  
(full name of applicant) (city, town, township)

of....., in the County, etc., of.....  
.....for.....years.

I know the applicant was born on the.....

day of....., 19...., at

the.....of .....  
(city, town, township)

in the County, etc., of..... My knowledge of the place and date of birth is based on the fact that:

(a) I am the.....  
(insert father, mother, brother or sister)  
of the applicant; or



(b) I have examined the family records and find therein an entry in the handwriting of

the .....  
(insert father or mother)  
of the applicant which reads as follows....

.....  
.....; or

(c) I have had personal acquaintenance with members of the applicant's family and....

.....  
(state when and under what circumstances  
.....  
the information was obtained)

Dated at the.....of.....  
(city, town, township)

in the County, etc., of.....this.....  
day of....., 19....

.....  
(signature)

R.R.O. 1960, Reg. 107, Form 2, *revised*.

### Form 3

*The Department of Education Act*

#### CHARACTER CERTIFICATE

I have known.....  
(print name of applicant in full,

.....for.....years and certify  
surname preceding)

that.....is of good moral character.

Dated at the.....of.....in the.....

of.....this.....day of....., 19....

.....  
(signature)

.....  
(occupation)

R.R.O. 1960, Reg. 107, Form 3.

### Form 4

*The Department of Education Act*

#### CARD OF ADMISSION

The Department of Education,  
Parliament Buildings,  
Toronto, Ontario.

To

.....  
(name of applicant)

.....  
(address)

Upon presentation of this card to the principal and upon providing the Minister with evidence of a negative x-ray, certifying that you do not have active tuberculosis, you will be admitted to the following teachers' college course:

.....  
(name of course)

at the.....Teachers' College.

The school year commences Tuesday, the.....  
day of September, 19....

Please advise me immediately if you are unable to attend.

.....  
Deputy Minister of Education

O. Reg. 130/66, s. 33.

## REGULATION 211

### under The Department of Education Act

#### VOCATIONAL BUILDING AND EQUIPMENT GRANTS

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "approved building cost" means the sum of money for which final approval is given by the Minister in respect of a building project;
- (b) "approved equipment cost" means the sum of money for which final approval is given by the Minister in respect of an equipment project;
- (c) "board of governors" means the board of governors of a college of applied arts and technology;
- (d) "building cost" means the amount of money payable by a board or by a board of governors in respect of the completion of a building project, and includes,
  - (i) fees payable to an architect,
  - (ii) fees payable to an Ontario Land Surveyor,
  - (iii) fees and costs incurred in conducting soil tests,
  - (iv) fees for permits and licences,
  - (v) premiums of insurance placed by or on behalf of the board or the board of governors during construction, and
  - (vi) fees and costs incurred in respect of landscaping necessary to the building project,
 but does not include,
  - (vii) costs of any demolition work,
  - (viii) fees in respect of legal services,
  - (ix) court costs,
  - (x) damages for negligence, or
  - (xi) expenditures incurred in the acquisition of land;

- (e) "building project" means,
  - (i) the construction of a vocational school, or of the vocational section of a composite school, or of the manpower retraining section of a college of applied arts and technology,
  - (ii) a structural alteration to a vocational school, or to the vocational section of a composite school, or to the manpower retraining section of a college of applied arts and technology, or
  - (iii) an enlargement or addition to a vocational school or to the vocational section of a composite school, or to the manpower retraining section of a college of applied arts and technology;
- (f) "composite school" means a school used jointly by vocational school pupils and high school or collegiate institute pupils;
- (g) "equipment" includes furniture, machinery, apparatuses and reference books, required for vocational training purposes;
- (h) "equipment cost" means the amount of money payable by a board or by a board of governors, including taxes imposed by the Government of Canada and any charges for delivery and installation of the equipment, in respect of the completion of an equipment project;
- (i) "equipment project" means the acquisition and installation of the equipment required by a board or by a board of governors,
  - (i) in respect of a building project, or
  - (ii) in respect of a new vocational program,
 and includes equipment required for the academic training of vocational students and for administration and ancillary services related to the vocational section of a school or to the manpower retraining section of a college of applied arts and technology;
- (j) "manpower retraining project" means a building project or an equipment project, or both, that provides facilities for a manpower retraining program conducted pursuant to



the agreement dated the 6th day of December, 1967, made under the *Adult Occupational Training Act* (Canada) between the Crown in right of Ontario represented by the Minister of Education, and the Crown in right of Canada, represented by the Minister of Manpower and Immigration of Canada;

- (k) "vocational program" means a course of study related to a particular trade or occupation. O. Reg. 161/69, s. 1.

#### APPROVAL OF PROJECTS

##### 2. Where,

- (a) a board proposes to undertake a building project, an equipment project or a manpower retraining project; or
- (b) a board of governors proposes to undertake a manpower retraining project,

the board, or the board of governors, as the case may be, shall make application to the Minister for approval thereof, in such form as the Minister prescribes, and shall supply such information and particulars in respect of the proposed project as the Minister requires. O. Reg. 161/69, s. 2.

3. The Minister, in his discretion, may give approval to a proposed building project, equipment project or manpower retraining project. O. Reg. 161/69, s. 3.

4.—(1) A board shall not, without the approval of the Minister, enter into any contract or agreement, other than a contract with an architect, in respect of a building project, an equipment project or a manpower retraining project.

(2) A board of governors shall not, without the approval of the Minister, enter into any contract or agreement in respect of a manpower retraining project. O. Reg. 161/69, s. 4.

5.—(1) Upon receipt by a board of approval by the Minister of the working drawings in respect of a building project, the board shall call for tenders therefor and, upon receiving the tenders, shall apply for final approval of the building project, in such form as the Minister prescribes, and shall forward with the application particulars of the tender that the board proposes to accept.

(2) Upon receipt by a board of governors of approval by the Minister of the final plans and specifications in respect of a building project that is a manpower retraining project, the board of governors shall call for tenders therefor and, upon receiving the tenders, shall apply for final approval of the building project, in such form as the Minister prescribes, and shall forward with the application particulars of the tender that the board of governors proposes to accept. O. Reg. 161/69 s. 5.

6. The board in respect of an equipment project, or the board of governors in respect of an equipment project that is a manpower retraining project, shall apply to the Minister for approval thereof, and the application shall be accompanied by an equipment list showing the description and estimated cost of the equipment required for the equipment project. O. Reg. 161/69, s. 6.

7. The Minister may, in respect of an application for final approval of a building project, an equipment project or a manpower retraining project,

- (a) grant the approval and determine the approved building cost or the approved equipment cost, as the case may be; or
- (b) refuse to approve the application,

and shall notify the applicant of his decision and of any determinations. O. Reg. 161/69, s. 7.

8. In respect of an equipment project, except a manpower retraining project, the Minister shall apportion the approved equipment cost among,

- (a) vocational commercial areas;
- (b) vocational shop and vocational laboratory areas;
- (c) vocational proportion of teaching areas shared with the academic function; and
- (d) vocational share of areas used for ancillary services and administrative facilities. O. Reg. 161/69, s. 8.

#### PAYMENT OF GRANTS

9. The grant for a building project, except a manpower retraining project, shall be 75 per cent of the approved building cost or of the building cost, whichever is the lesser. O. Reg. 161/69, s. 9.

10. A grant in respect of a building project of a board may be paid in instalments upon submission by the board of invoices for building cost, together with such certification by the treasurer, secretary-treasurer, or business administrator of the board, and by the architect, as the Minister requires. O. Reg. 161/69, s. 10.

11. The grant for an equipment project, except a manpower retraining project, is the sum of the amounts obtained by applying 75 per cent to,

- (a) the part of the approved equipment cost apportioned to each area under section 8; or
- (b) the part of the equipment cost for the same area,

whichever is the lesser. O. Reg. 161/69, s. 11.



12.—(1) Payment of part or all of the grant in respect of an equipment project may be made upon submission by the board or by the board of governors of a certificate in Form 1 duly signed by the treasurer, secretary-treasurer, or business administrator of the board, or by the secretary-treasurer of the board of governors, as the case may be.

(2) A submission made under subsection 1 shall be verified,

- (a) by the auditor of the board in Form 2; or
- (b) by the auditor of the board of governors in Form 3,

at the end of the fiscal year, of such board or board of governors, in which the equipment project is in the process of completion and in which the equipment project is completed. O. Reg. 161/69, s. 12.

13.—(1) Notwithstanding sections 9 and 11, where a board makes application for approval of a building project that is not a manpower retraining project, or of a building project and an equipment project that are not a manpower retraining project, and where a purpose of the project is the provision by the board of school accommodation, or of school accommodation and equipment for additional pupils who, at the date of the application,

- (a) reside in territory without municipal organization that is not part of the secondary school district in which the applicant board has jurisdiction; or
- (b) are resident pupils of a secondary school district,
  - (i) that is not the secondary school district in which the applicant board has jurisdiction,
  - (ii) where the enrolment in the school or schools is not more than 500 secondary school pupils, and
  - (iii) where the board thereof does not operate a vocational school or a vocational section of a composite school,

the grant for the portion of the building project and of the equipment project required to provide for such additional pupils, upon approval of such project by the Minister, shall, subject to subsection 2, be 100 per cent of,

- (c) the approved building cost or the building cost for such portion of the building project, whichever is the lesser; and

- (d) the approved equipment cost or the equipment cost for such portion of the equipment project, whichever is the lesser.

(2) The grant under subsection 1 in respect of,

- (a) a building project shall not exceed the maximum amount of grant for a building project in column 2 of the Schedule set opposite the number of additional pupils in column 1; or
- (b) an equipment project shall not exceed the maximum amount of grant for an equipment project in column 3 of the Schedule set opposite the number of additional pupils in column 1.

(3) In subsections 1 and 2, "additional pupils" means the number by which the actual enrolment, at the date upon which the application referred to in subsection 1 is made, of the pupils referred to in clause *a* of subsection 1 and either,

- (a) the actual enrolment, at the date upon which the application is made, of the pupils referred to in clause *b* of subsection 1; or
- (b) where the applicant board has entered into an agreement,
  - (i) with one or more boards of secondary school districts referred to in clause *b* of subsection 1,
  - (ii) providing for the payment of fees by such board or boards to the applicant board on behalf of a minimum number of pupils set out in the agreement, and
  - (iii) based on the projected enrolment of such pupils in the fifth year following the year in which the application for approval is made under subsection 1,

the minimum number of pupils set out in such agreement,

exceeds the actual enrolment of the pupils referred to in clauses *a* and *b* of subsection 1;

- (c) at the date upon which the Minister last approved a building project, or a building project and an equipment project, for the applicant board under the Agreement dated the 26th day of June, 1961, and amended the 3rd day of August, 1966, known as the "Technical and Vocational Training Agreement" and made between the Crown in right of Ontario represented by the Minister of Education

and the Crown in right of Canada represented by the Minister of Labour of Canada pursuant to the *Technical and Vocational Training Assistance Act* (Canada); or

(d) on the 30th day of September, 1960, where no building project, and no building project and equipment project, have previously been approved by the Minister for the applicant board under the Agreement referred to in clause c.

(4) Where a new secondary school district has been established to include the municipalities and parts of municipalities previously comprising two or more secondary school districts each of which, immediately prior to the establishment of the new secondary school district, had an enrolment of fewer than 700 secondary school pupils, and where the board of the new secondary school district makes application for approval of a building project that is not a manpower retraining project, or a building project and an equipment project that are not a manpower retraining project, for the purpose of providing one school having a projected enrolment of more than 700 secondary school pupils in the fifth year after the application is made, the grant for such project, where it is approved by the Minister, shall be 100 per cent of,

- (a) the approved building cost or the building cost, whichever is the lesser; and
- (b) the approved equipment cost or the equipment cost, whichever is the lesser.

(5) Where a board of a secondary school district that operates two secondary schools makes application for approval of a building project, or of a building project and an equipment project, for the purpose of providing a composite school having a projected enrolment of more than 900 pupils in the fifth year after the application is made, and of terminating the operation of one of its existing schools, the grant for such project, where it is approved by the Minister, shall be 100 per cent of,

- (a) the approved building cost or the building cost, whichever is the lesser; and
- (b) the approved equipment cost or the equipment cost, whichever is the lesser. O. Reg. 321/69, s. 1.

14. Notwithstanding sections 9 and 11 in the case of a manpower retraining project, the grant shall be as follows:

- 1. The lesser of the approved building cost and the building cost.
- 2. The lesser of the approved equipment cost and the equipment cost. O. Reg. 161/69, s. 13.

15. The Minister may withhold payment of all or part of a grant under this Regulation. O. Reg. 161/69, s. 14.

16. Where a grant payable under this Regulation is for any reason overpaid, the board or the board of governors, as the case may be, shall refund the amount of the overpayment to the Treasurer of Ontario. O. Reg. 161/69, s. 15.

APPLICATION

17.—(1) Subject to subsection 2, this Regulation applies to,

- (a) every manpower retraining project of a board;
- (b) every building project or equipment project of a board, other than a manpower retaining project, and for which, under section 2, application to the Minister for approval is made on or before the 14th day of March, 1969; and
- (c) every manpower retraining project of a board of governors for which, under section 2, application to the Minister is made on or before the 31st day of March, 1969.

(2) This Regulation does not apply to a project approved under the Agreement dated the 26th day of June, 1961, and amended the 3rd day of August, 1966, known as the "Technical and Vocational Training Agreement" and made between the Crown in right of Ontario represented by the Minister of Education and the Crown in right of Canada represented by the Minister of Labour of Canada pursuant to the *Technical and Vocational Training Assistance Act* (Canada). O. Reg. 161/69, s. 16.

Form 1

The Department of Education Act

CERTIFICATE OF EQUIPMENT COSTS

I, .....  
treasurer  
being secretary-treasurer of .....  
business administrator  
.....  
(name of board or of board of governors)  
of .....  
(address)

Ontario, do hereby certify as follows:

- 1. THAT during the month of ....., 19...  
the following expenditures have been recorded in  
respect of Equipment Project Number .....,



Vocational shops and laboratories \$.....  
Vocational commercial areas \$.....  
Shared teaching areas \$.....  
Shared areas for administrative facilities and ancillary services \$.....  
TOTAL \$.....

2. THAT the equipment covered by these expenditures has been received at.....  
(name of school)  
  
and is for use in the areas which are the subject of a Vocational Equipment Grant.

3. THAT the prices of the equipment are fair and just.  
  
(board )  
4. AND THAT the (board of governors) has not previously claimed reimbursement for these expenditures.

(board )  
On behalf of the (board of governors), I hereby request reimbursement of.....per cent of the above total, or \$....., and hereby undertake to provide, upon completion of this Project, verification by the auditor of the expenditure amounts herein reported.

Dated at.....,  
this.....day (signature)  
of....., 19.... (office)

O. Reg. 161/69, Form 1.

Form 2

The Department of Education Act

AUDITOR'S VERIFICATION OF EQUIPMENT COST  
  
(BOARD)

TO: THE ONTARIO DEPARTMENT OF EDUCATION,  
44 Eglinton Avenue West,  
Toronto 12, Ontario.

We,.....,  
being licensed municipal auditors for.....

.....  
(name of board)  
  
have examined the records of the Board for the year ended December 31, 19....  
  
Based on our examination, we confirm the following vocational equipment expenditures that have been previously reported by the Board:  
  
Project No. \$  
Project No. \$  
Project No. \$  
TOTAL \$

In our opinion, these amounts reflect actual costs that have been correctly allocated to the above-mentioned projects.

Dated at.....,  
this.....day  
of....., 19....

.....  
(signature)  
  
O. Reg. 161/69, Form 2, revised.

Form 3

The Department of Education Act

AUDITOR'S VERIFICATION OF EQUIPMENT COST  
  
(BOARD OF GOVERNORS)

TO: THE ONTARIO DEPARTMENT OF EDUCATION  
44 Eglinton Avenue West,  
Toronto 12, Ontario.

We,.....,  
licensed public accountants, being auditors for The  
  
Board of Governors of The.....College of Applied Arts and Technology, have examined the records of the College for the year ended December 31, 19....

Based on our examination, we confirm the following vocational equipment expenditures that have been previously reported by The Board of Governors:



Project No.	\$	Dated at .....
Project No.	\$	this ..... day
Project No.	\$	of ....., 19....
TOTAL	\$	..... (signature)

In our opinion, these amounts reflect actual costs that have been correctly allocated to the above-mentioned projects.

O. Reg. 161/69, Form 3, revised.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Number of additional pupils	Maximum Amount of Grant for a building project	Maximum Amount of Grant for an equipment project
1.	25 — 50	\$73,500.00	\$21,500.00
2.	51 — 70	128,500.00	41,500.00
3.	71 — 100	147,000.00	43,000.00
4.	101 — 130	165,500.00	44,500.00
5.	131 — 150	220,500.00	64,500.00
6.	151 — 180	239,000.00	66,000.00
7.	181 — 200	294,000.00	86,000.00
8.	201 — 230	312,500.00	87,500.00
9.	231 — 260	331,000.00	89,000.00
10.	261 — 280	386,000.00	109,000.00
11.	281 — 310	404,500.00	110,500.00
12.	311 — 330	459,500.00	130,500.00
13.	331 — 360	478,000.00	132,000.00
14.	361 — 390	496,500.00	133,500.00
15.	391 — 410	551,500.00	153,500.00
16.	411 — 440	570,000.00	155,000.00
17.	441 — 460	625,000.00	175,000.00

**REGULATION 212****under The Department of Labour Act****LABOUR SAFETY COUNCIL**

1. The Labour Safety Council of Ontario shall consist of seven members. O. Reg. 3/62, s. 1.

## REGULATION 213

### under The Department of Labour Act

#### PROCEEDINGS OF THE BOARD

##### INTERPRETATION

**1.** In this Regulation,

- (a) "meeting" means a meeting of the Board;
- (b) "member" means a member of the Board and includes the chairman. O. Reg. 198/64, s. 1.

##### MEETINGS

**2.** Meetings shall be held in the City of Toronto or at such other place in Ontario as the Board decides. R.R.O. 1960, Reg. 108, s. 2.

**3.** Regular meetings shall be held, without notice, at 10 a.m. on each Wednesday, except on a holiday. R.R.O. 1960, Reg. 108, s. 3.

**4.—(1)** A special meeting may be called by the chairman or by the other members.

(2) Subject to subsection 3, notice in writing of the date, time, place and purpose of a special meeting shall be delivered to the office of each member at least twenty-four hours before the meeting.

(3) No notice of a special meeting is necessary where every member absent from the meeting signs,

- (a) a waiver of notice; and
- (b) a ratification of the proceedings of that meeting. R.R.O. 1960, Reg. 108, s. 4.

**5.** Any two members constitute a quorum at a meeting. R.R.O. 1960, Reg. 108, s. 5.

**6.—(1)** Subject to subsection 2, the chairman shall preside at all meetings.

(2) Where the chairman has not taken the chair within fifteen minutes after the time appointed for the holding of a meeting, the members present shall thereupon elect a vice-chairman to preside at the meeting. R.R.O. 1960, Reg. 108, s. 6.

**7.** The order of business at meetings shall be,

- (a) reading of the minutes of the previous meeting;

(b) business arising out of the minutes read under clause a;

(c) reading and considering correspondence;

(d) business unfinished at a previous meeting; and

(e) new business. R.R.O. 1960, Reg. 108, s. 7.

**8.—(1)** Every member present at a meeting shall vote upon each question put by the presiding officer.

(2) Where a vote under subsection 1 is a tie vote, the question shall thereupon stand deferred to the next meeting. R.R.O. 1960, Reg. 108, s. 8.

##### RECORDS OF THE BOARD

**9.—(1)** The Board shall maintain records of,

- (a) the minutes of all meetings;
- (b) all regulations and orders made by the Board; and
- (c) other proceedings of the Board.

(2) The records may be kept in such manner as the Board considers advisable but the records for each year shall be bound into one or more volumes annually. R.R.O. 1960, Reg. 108, s. 9, *amended*.

##### CORPORATE SEAL

**10.—(1)** The corporate seal of the Board shall be in the form of two concentric circles with,

- (a) the words "Industry and Labour Board" circumscribed between the circles; and
- (b) the word "Ontario" horizontally within the inner circle.

(2) The corporate seal shall be affixed to each formal document issued by the Board under any relevant Act.

(3) Where the corporate seal is used it shall be authenticated by the signatures of at least two members. R.R.O. 1960, Reg. 108, s. 10.



## REGULATION 214

### under The Department of Labour Act

#### UNDERGROUND WORK

##### GENERAL

#### 1. In this Regulation,

1. "air lock" means a chamber designed for the passage of persons or material or both from a place to another place having a different air pressure;
2. "approved" means examined by an inspector and found to comply with every Act or regulation administered by the Department and not to be a case to which section 11 of the Act applies and "approval" has a corresponding meaning;
3. "chief officer" means the officer of the Department designated by the Deputy Minister as Chief Officer;
4. "compressed air sickness" means any condition in a person that is caused by a change in air pressure above atmospheric air pressure and includes the condition commonly known as the bends;
5. "construction" includes structural repair or alteration;
6. "constructor" means a person who contracts with an owner for the construction of an entire project and includes an owner who,
  - (i) contracts with more than one person for the construction of the project, or
  - (ii) who undertakes the construction of the project or any part thereof;
7. "contractor" means a person who contracts with an owner who is not a constructor for the construction of a project;
8. "conveyance" means a cage, car, bucket or skip or other vehicle used for transporting persons or material;
9. "employer" means an employer of one or more workmen on a project and includes a person who is self-employed;
10. "inspector" means an inspector appointed for the purposes of this Regulation and includes the chief officer;
11. "magazine" means a place in which explosives are stored or kept, whether above or below ground;
12. "maximum air pressure" means the greatest air pressure that is applied to a person for more than five minutes;
13. "medical lock" means a chamber in which persons may be compressed and decompressed with air for medical purposes;
14. "open caisson" means a casing being sunk or constructed below ground or water level and not designed to contain air pressure above atmospheric pressure;
15. "owner" means a person for whose direct benefit a project exists upon its completion;
16. "physician" means a duly qualified medical practitioner;
17. "pounds" means pounds per square inch above atmospheric pressure;
18. "project" means a shaft, tunnel, caisson or coffer dam under construction and all appurtenances thereto;
19. "service shaft" means an excavation for the passage of persons or materials to or from a tunnel and having a longitudinal axis at an angle of greater than 45° to the horizontal;
20. "shaft" means an open caisson or service shaft;
21. "shaft depth" means the vertical distance between the highest point of the walls of a shaft and a point level with the lowest point of excavation immediately below the shaft;
22. "subcontractor" means a person who contracts with,
  - (i) a constructor for the construction of part of a project, or
  - (ii) a subcontractor as defined in sub-clause i;
23. "underground" means within the confines of any shaft, tunnel, caisson or coffer dam;
24. "working chamber" means the part of a project that is designed for the purpose of

maintaining air pressure upon a person above atmospheric pressure, but does not include an air lock or medical lock. O. Reg. 100/63, s. 1.

2. This Regulation applies to the construction of every caisson or coffer dam and of every shaft or tunnel other than a mine as defined in *The Mining Act*, but the provisions governing the use of compressed air apply to all shafts and tunnels. O. Reg. 100/63, s. 2.

3. Where a record is required to be kept available for inspection under this Regulation, the record shall be kept in a safe place until the project to which it relates is completed and for at least one year thereafter. O. Reg. 100/63, s. 3.

#### PART I

### CONSTRUCTION OF SHAFTS, TUNNELS, CAISSONS AND COFFER DAMS

#### GENERAL

4. Every person who awards a contract or subcontract in respect of the construction of a shaft, tunnel, caisson or coffer dam shall require as a condition of the contract or subcontract that this Regulation be complied with by the person with whom the contract or subcontract is entered into. O. Reg. 100/63, s. 4.

5. The owner shall arrange for the provision of sufficient land space at the project for use by the constructor and every subcontractor to enable them to comply with this Regulation. O. Reg. 100/63, s. 5.

6. The constructor is strictly responsible for full compliance with and any contravention of the provisions of this Regulation in respect of the project as a whole, and shall take every precaution that is reasonable in the circumstances to ensure the safety of all persons on the project. O. Reg. 100/63, s. 6.

7. Every subcontractor is strictly responsible for full compliance with and any contravention of the provisions of this Regulation in respect of the part of the project under his direct control, and shall take every precaution that is reasonable in the circumstances to ensure the safety of all persons on the part of the project under his direct control. O. Reg. 100/63, s. 7.

8.—(1) No work shall be performed in the construction of a shaft, tunnel, caisson or coffer dam,

- (a) unless the constructor notifies the chief officer in writing and forwards to him the drawings, specifications and procedures referred to in subsections 2 and 3; and
- (b) until the chief officer has notified the constructor that he has completed his inspection

of the drawings, specifications and procedures or until fourteen days after the giving of the notice to the chief officer, whichever occurs first.

(2) The constructor shall submit to the chief officer, with the notice given under subsection 1,

- (a) specifications and drawings showing profiles, transverse sections and plans of the completed shaft, tunnel, caisson or coffer dam, drawn to suitable scale; and
- (b) a plot plan of the project indicating its geographical location in relation to the nearest public road or other major landmark.

(3) The constructor shall furnish an inspector with such particulars of the procedures to be followed in complying with the Act and this Regulation as the inspector requires.

(4) The construction of the shaft, tunnel, caisson or coffer dam shall be carried out in accordance with the latest procedures submitted to an inspector and the latest drawings and specifications in respect of which a notification of inspection has been given by the chief officer.

(5) Notwithstanding subsection 4, the constructor may, in an emergency, vary the latest approved procedures, drawings or specifications where it is necessary to do so in order to prevent injury to persons or damage to property, but shall give notice of the variation forthwith to,

- (a) the inspector in the case of a variation of procedures; or
- (b) the chief officer in the case of a variation in drawings or specifications. O. Reg. 100/63, s. 8.

9.—(1) The constructor shall provide a competent, reliable and experienced person, to be known as the superintendent, and shall place him in charge of the work at the project from its beginning, and the superintendent shall supervise the work at all times either personally or by an assistant who is similarly qualified.

(2) The superintendent shall inform the constructor of any reasonable precaution that in the opinion of the superintendent should be taken to ensure the safety of persons on the project in all cases whether provided for in this Regulation or not.

(3) The superintendent shall at least once a week inspect, or cause some competent person or persons designated by him to inspect, all machinery, equipment, boilers, pressure vessels, magazines, electrical installations, communication systems, sanitation, medical facilities, buildings and other structures,



underground workings including timbering, haulage ways and means of egress and to make tests and observations for the detection of unsafe conditions, and every such person or persons appointed by the superintendent shall at once report any defect therein to the superintendent.

(4) The weekly inspection of ropes used for hoisting shall be reported upon in writing and the report shall be kept available for inspection.

(5) The superintendent shall take immediate steps to remedy any defect so as to make the project comply with the provisions of this Regulation. O. Reg. 100/63, s. 9.

**10.**—(1) An inspector where he considers it necessary may take with him into any project a physician or other person having expert knowledge of any matter on the project.

(2) An inspector may in writing authorize the substitution for any matter, thing or procedure prescribed by this Regulation of any other matter, thing or procedure that, in the opinion of the inspector, provides safety at least equivalent thereto. O. Reg. 100/63, s. 10, *amended*.

**11.**—(1) A copy of this Regulation shall be posted in the change room, or, where there is no change room, in a sheltered place frequented by workmen.

(2) Every employee, when first engaged, shall be instructed in and made familiar with the provisions of this Regulation. O. Reg. 100/63, s. 11.

#### SAFETY MEASURES AND EQUIPMENT

**12.**—(1) No person shall remove or make ineffective any safeguard required by this Regulation, except for the purpose of making repairs or in case of emergency, without providing adequate temporary safeguards, and the required safeguards shall be replaced as soon as possible.

(2) Every employee shall forthwith ensure that his foreman or superintendent is informed of any personal accident, contravention of this Regulation or unsafe condition of which the employee becomes aware, and the foreman or superintendent so informed shall immediately take all necessary action to provide necessary medical care, to comply with this Regulation or to remedy any unsafe condition, as the case may be. O. Reg. 100/63, s. 12.

**13.**—(1) Every person on a project shall comply with this Regulation.

(2) No person on a project shall,

(a) by his conduct endanger his safety or that of other persons; or

(b) fail to use or wear protective devices or clothing when required by this Regulation or by his employer. O. Reg. 100/63, s. 13.

**14.** No person shall bring intoxicating liquor into any project and no person shall, while under the influence of intoxicating liquor, enter any project. O. Reg. 100/63, s. 14.

**15.** No person shall be or be permitted to be,

(a) in a shaft, tunnel, caisson or coffer dam;

(b) in an excavation exceeding six feet in depth on a project; or

(c) in any other place on a project where he might be endangered by falling or by falling material,

unless he is wearing a hat manufactured for the purpose of protecting persons from falling objects. O. Reg. 100/63, s. 15.

**16.** No person shall work or be permitted to work on a project where he might be exposed to eye injury,

(a) due to flying particles;

(b) from hazardous substances; or

(c) from harmful light or other rays,

unless he is protected by a screen, clear or coloured glasses, as appropriate, or other suitable device, manufactured for the purpose of protecting persons from such injury. O. Reg. 100/63, s. 16.

**17.** No person shall work or be permitted to work underground or where he might be exposed to foot injury,

(a) from falling or crushing objects;

(b) from hot, corrosive or poisonous substances; or

(c) because of abnormally wet locations,

unless he is wearing footwear manufactured for the purpose of protecting persons from such injury. O. Reg. 100/63, s. 17.

**18.** No person shall work or be permitted to work on a project where he might be exposed to injury from noxious gases, fumes or dusts or due to a lack of oxygen unless he is protected,

(a) by adequate mechanical ventilation; or

(b) by wearing suitable respiratory equipment manufactured for the purpose of protecting persons from such hazardous exposures. O. Reg. 100/63, s. 18.



19. Every employer shall require his employees to wear such personal protective clothing as is necessary to protect them from any particular hazard to which they are likely to be exposed. O. Reg. 100/63, s. 19.

20. No person shall work or be permitted to work in a shaft, tunnel, caisson or coffer dam unless another person is on duty above ground in close proximity to the opening to the shaft, tunnel, caisson or coffer dam. O. Reg. 100/63, s. 20.

21.—(1) Sufficient bracing and supports, either permanent or temporary, shall be provided to ensure that the project or any part thereof will safely support all loads to which it may be subjected at all stages of progress of the project.

(2) The superintendent shall at least once a day inspect and test, or cause some competent person or persons designated by him to inspect and test, the sides and roof of any tunnel, shaft, caisson or coffer dam on the project and shall ensure that all loose pieces of rock and other dangerous material are removed. O. Reg. 100/63, s. 21.

22.—(1) The air inlet to an air compressor shall be located in such a position that no fumes or noxious contaminants are drawn in with the air to be compressed.

(2) Every vessel used for storing compressed air shall be equipped at its lowest point with a valve to permit the discharge of air to atmosphere and the valve shall be opened at a safe time at least once per shift for the purpose of ejecting oil, water and other matter. O. Reg. 100/63, s. 22.

#### SHAFTS

23. The minimum inside dimension for clear passage in a service shaft shall not be less than,

- (a) seven feet in the case of a cylindrical shaft; and
- (b) five feet in the case of a shaft other than cylindrical, but in such shaft the transverse cross-sectional area for clear passage shall not be less than fifty square feet. O. Reg. 100/63, s. 23.

24.—(1) The top of each shaft shall be guarded by a substantial rail or fence not less than forty-two inches high, and any gates necessary to give access to the shaft shall be kept closed and latched except when required to be open for access to the shaft.

(2) Where persons are hoisted or lowered by means of a bucket that remains over the shaft opening while they are entering or leaving the bucket, the top of the shaft shall be covered by a hinged door opening upward. O. Reg. 100/63, s. 24.

25.—(1) Each shaft, caisson and coffer dam shall have a stairway, ladder or series of ladders provided for the full shaft depth during its construction and after its completion.

(2) When a shaft has a shaft depth of more than twenty feet, the ladderway or stairway shall be completely sheathed for the full shaft depth and shall have landings not more than fifteen feet apart of sufficient width to permit two persons to pass safely.

(3) At all landings where it is necessary to pass from one side of the shaft to the other, safe passage-ways shall be provided.

(4) The width of a stair shall be at least twenty-two inches.

(5) The minimum width of ladders between stringers shall be twelve inches and the distance between centres of rungs shall not exceed  $12\frac{1}{2}$  inches and not be less than  $11\frac{1}{2}$  inches.

(6) Rungs shall not be less than six inches from the wall or any other thing behind the ladder.

(7) All ladderways, stairways and walking surfaces shall be kept clear of loose rock and other materials and in good condition at all times. O. Reg. 100/63, s. 25.

26. Every service shaft with a shaft depth in excess of 100 feet shall have a headframe installed for the sinking of the shaft and for its subsequent use and the headframe shall be electrically grounded for protection against lightning. O. Reg. 100/63, s. 26.

27. Every conveyance in a service shaft shall be operated in a compartment separated by a lining of solid sheathing from any stairway or ladderway in the same shaft. O. Reg. 100/63, s. 27.

28. Every service shaft with a shaft depth of more than 100 feet shall be provided with guides to control the movement of the conveyance and the guides shall be installed as the excavation progresses. O. Reg. 100/63, s. 28.

29.—(1) Every landing of a hoistway shall be provided with a gate located within eight inches of the hoistway and extending the full width of the hoistway opening and from within two inches of the floor level to a height of six or more feet, and any opening in the gate shall reject a ball  $1\frac{1}{2}$  inches in diameter.

(2) No person shall let a gate be open except while the conveyance is stationary at the landing.

(3) A device shall be provided which indicates by a light at every gate and in the hoist machine room when all the hoist gates are fully closed. O. Reg. 100/63, s. 29.

## HOISTING

**30.**—(1) All parts of the hoisting apparatus, cables, brakes, guides and fastenings shall be of substantial design and shall be arranged for convenient inspection, and all safety devices shall be tested before a conveyance is put into service and at least once every three months thereafter and a record of the tests shall be kept available for inspection.

(2) All bolts and other fastenings shall be peened or installed to prevent their loosening. O. Reg. 100/63, s. 30.

**31.**—(1) A service shaft with a shaft depth of more than 100 feet shall have a conveyance for persons and material and when the shaft is completed the conveyance for persons shall be a cage or car.

(2) Every conveyance used for conveying persons in a completed shaft or coffer dam or in an uncompleted shaft or coffer dam having a shaft depth of more than 100 feet shall be provided with an approved device that will automatically operate to prevent the conveyance from dropping if the cable breaks or becomes slack and such device shall be capable of holding the conveyance stationary under capacity load.

(3) A cage or car used for conveying persons shall,

- (a) be solidly enclosed on at least two sides from the floor to the top of the cage or car which shall be six feet or more in height; and
- (b) have installed in the open side or sides a gate or chain forty-two inches above the floor of the cage or car which shall remain latched at all times when persons are being conveyed.

(4) Doors on a cage or car used for conveying persons shall be so arranged that it is impossible for the doors to open outward.

(5) A cage or car used for conveying persons in a shaft with a shaft depth of more than twenty feet shall be provided with a protective cover,

- (a) constructed of steel plate not less than three-sixteenths of an inch in thickness or material of equivalent physical properties;
- (b) of sufficient size to prevent persons in the conveyance from being hit by falling objects; and
- (c) with a trap door not less than twenty-four by twenty-four inches for emergency access. O. Reg. 100/63, s. 31.

**32.**—(1) A bucket used for conveying persons shall have smoothly contoured outer surfaces to prevent the bucket from tipping or becoming snagged by any obstacle during hoisting or lowering and shall not be less than four feet in depth.

(2) A pivoted bucket that is not self-guided and is manually dumped and that is used for conveying persons shall be equipped with a means of locking the bucket to prevent tipping, and shall be pivoted in such a manner that it will not automatically invert itself when the means of locking the bucket is released.

(3) In conveying persons with a bucket, the speed, except in the case of anticipated danger, shall not exceed 100 feet per minute. O. Reg. 100/63, s. 32.

**33.** A device preventing the movement of a conveyance beyond its safe limits of travel shall be installed unless otherwise approved. O. Reg. 100/63, s. 33.

**34.** A self-opening bucket including a clam or orange-peel bucket shall not be used for hoisting or lowering persons. O. Reg. 100/63, s. 34.

**35.**—(1) No rope or cable shall be used for hoisting or lowering persons other than steel wire rope having a steel or fibre core and a factor of safety of not less than ten based on the ultimate breaking strength as rated by its manufacturer.

(2) A rope shall not be used when more than 10 per cent of the total number of wires in any one lay of the rope are broken or when visual inspection shows signs of severe wear, corrosion, kinks or other possible cause of rope failure.

(3) No rope other than one designed to suit the grooving on a drum shall be used with that drum, and the rope manufacturer's recommendations regarding minimum drum and sheave diameters for a given diameter and type of rope shall be adhered to.

(4) No spliced rope shall be used.

(5) Every rope used for hoisting shall be suitably lubricated to prevent corrosion and wear.

(6) The end connections of a hoisting rope shall be securely fastened and when in use at least two full turns shall always remain on the drum.

(7) The end of the rope attached to the conveyance shall be bound around an oval thimble and fastened to itself by the use of three or more clamps or shall be securely fastened within a tapered socket. O. Reg. 100/63, s. 35.

**36.**—(1) Every hoisting machine used for conveying persons shall be provided with a brake so arranged as to stop and hold the conveyance automatically if the hoisting power fails.



(2) A device shall be installed in every service shaft in which persons are conveyed which shall indicate or give a warning signal in the hoist machine room whenever the conveyance reaches a point beyond its safe distance of travel.

(3) No person shall be hoisted in a skip unless the hoist is equipped with an auxiliary overwind device for preventing hoisting to the dumping position and the device is in operation. O. Reg. 100/63, s. 36.

37. Every hoist drum shall have a flange at each end to retain the rope on the drum. O. Reg. 100/63, s. 37.

38. All hooks used with hoisting equipment shall be provided with a means of preventing the hook from becoming accidentally disengaged while in use. O. Reg. 100/63, s. 38.

#### SIGNAL SYSTEMS

39.—(1) During construction of a shaft, caisson or coffer dam, an effective signal system shall be provided.

(2) Every hoistway in a completed service shaft, caisson or coffer dam shall be provided with means of exchanging distinct and definite signals between all landings of the hoistway.

(3) Before tunnelling operations are begun from a shaft, two signalling systems shall be provided and maintained each of which shall be of a different one of the following types: electrical; pneumatic; mechanical; speaking tube. O. Reg. 100/63, s. 39.

40.—(1) The following code shall be used to give signals to a hoisting engineer:

1 signal—Stop conveyance if in motion.

1 signal—Hoist conveyance if not in motion.

2 signals—Lower conveyance.

3 signals—Person will be on conveyance, operate very carefully. (This signal to be given before any person enters the conveyance.)

(2) An easily legible copy of the signal code and of any supplementary code adopted in a hoistway shall be printed in letters at least one-half inch high, on a board or metal plate not less than eighteen by eighteen inches, and shall be securely posted in the hoist machine room, and at each landing. O. Reg. 100/63, s. 40.

41.—(1) No person shall ride, without the permission of the superintendent,

(a) in a conveyance when material or equipment except hand tools are being conveyed; or

(b) in a bucket, skip or similar conveyance after the shaft, caisson or coffer dam is completed.

(2) The hoisting engineer shall be notified by signal of the person's presence on the conveyance. O. Reg. 100/63, s. 41.

42.—(1) When persons are being conveyed in a shaft, the hoisting engineer shall acknowledge all signals received.

(2) The signal to move a conveyance shall be given only from the landing from which the conveyance is to move. O. Reg. 100/63, s. 42.

#### OPERATION OF HOISTING PLANTS

43.—(1) The superintendent shall ensure that a person is designated to operate each hoist at the project and the operator shall be the holder in good standing of a certificate of qualification to operate a hoisting plant under *The Operating Engineers Act*.

(2) The superintendent shall not direct or permit anyone other than a person designated as an operator under subsection 1 to be the operator of a hoist. O. Reg. 100/63, s. 43.

44.—(1) Every hoisting engineer shall keep a careful watch over his hoist and over all machinery under his charge to detect any dangerous conditions.

(2) The hoisting engineer shall,

(a) carry out the duties prescribed by *The Operating Engineers Act*;

(b) familiarize himself with and use the signal code posted in the machine room;

(c) not operate his hoist unless the hoist is provided with conveyance position indicators, brakes and distance markers on hoisting ropes or cables;

(d) exclude every person from his machine room, except a person whose duties require his presence therein;

(e) not converse with anyone while his hoist is in motion or while attending to signals;

(f) not operate a hoist at a speed greater than the rate for that hoist as posted in the machine room;

(g) inspect at least once a day all hoisting machinery and safety appliances connected therewith and immediately report to the superintendent any defects found therein;



(h) after any stoppage of hoisting for repairs, run the conveyance, on which no person shall ride, up and down the working part of the shaft at least once, and shall not permit the conveyance to be used for hoisting or lowering persons until the hoisting machinery and shaft have been found to be in a safe condition;

(i) not operate the hoist in any compartment of a shaft while repairs are being made in the compartment, except such hoisting as is necessary to make the repairs; and

(j) not turn over the charge of the hoist to another person while the conveyance is in motion. O. Reg. 100/63, s. 44.

45.—(1) The superintendent shall,

(a) establish maximum rates of speed for conveyances used for transporting persons in hoistways, and shall post a notice showing these maximum rates in a conspicuous place at each hoisting plant;

(b) determine the maximum number of men and weight of material that may safely be carried on each conveyance used under his supervision, and shall post a notice in a conspicuous place near each hoistway entrance stating the maximum number of persons and weight so permitted and forbidding the carrying of any greater number or weight; and

(c) assign an attendant at the top and at each other entrance to the hoistway of each shaft who shall be on duty at all times while the entrance is being used.

(2) The shaft attendants shall,

(a) be not less than nineteen years of age;

(b) be able to speak and read the English language;

(c) give the necessary signals to the operator for starting and stopping of hoists;

(d) prevent overloading of the conveyance; and

(e) observe all safety precautions. O. Reg. 100/63, s. 45.

#### TUNNELS

46. Clear space shall be provided sufficient for the safe passage and passing of vehicles and the movement of persons in tunnels. O. Reg. 100/63, s. 46.

47. No haulage locomotive, trackless haulage equipment or hoist shall be left unattended unless

the controls have been placed in the neutral position and the brakes have been set. O. Reg. 100/63, s. 47.

#### EXPLOSIVES

48.—(1) Subject to subsection 2, storage and use of explosives and blasting agents shall be in accordance with sections 287 to 318 of *The Mining Act*.

(2) Only experienced men who have been selected and designated by the superintendent and whose names have been posted in the field office and at each magazine shall handle, transport, prepare or use dynamite or other high explosives. O. Reg. 100/63, s. 48.

#### PUMPING EQUIPMENT

49. Pumping equipment of sufficient capacity to handle the pumping requirements of the project and sufficient spare pumping equipment to ensure the safety of persons and property shall be available on the project. O. Reg. 100/63, s. 49.

#### VENTILATION

50.—(1) Ventilation, by mechanical means if necessary, shall be provided where dusts, vapours or gases are present or likely to be present in working places on the project.

(2) An adequate quantity of fresh air shall be circulated throughout the working places underground.

(3) No internal combustion engine shall be installed or operated underground unless approved in writing by the chief officer.

(4) Soil or rock disturbed by drilling, blasting or dry mucking shall be dampened with clean water under pressure for the purpose of laying dust. O. Reg. 100/63, s. 50.

#### LIGHTING

51.—(1) All underground and above ground areas shall be electrically illuminated and emergency electric flashlights shall be always available at the bottom of every shaft and closed caisson and at the working face and, if work is done at night, at the bottom of every open caisson and coffer dam.

(2) Machinery shall be so lighted when in operation that the moving parts can be clearly distinguished. O. Reg. 100/63, s. 51.

#### COMMUNICATIONS

52. Where a person is underground more than seventy-five feet in the most direct line of travel from the top of the nearest service shaft or of a caisson or coffer dam, as the case may be, a telephone shall be provided at the bottom of the

shaft, caisson or coffer dam to communicate with the top of the shaft, caisson or coffer dam and,

- (a) with each level in the case of a service shaft; and
- (b) with a point within 100 feet of the working face of a tunnel. O. Reg. 100/63, s. 52.

**53.** Where the services of a police department or municipal fire department are reasonably available to a project and it is feasible to provide prompt and direct communication with such authorities, such communication shall be provided and kept available at the project. O. Reg. 100/63, s. 53.

#### HOUSEKEEPING

**54.** Used or decayed timber, scrap wood, paper and combustible rubbish of any kind shall not be allowed to accumulate underground and shall be promptly removed therefrom. O. Reg. 100/63, s. 54.

#### FIRST AID

**55.—(1)** A first aid kit required by the regulations under *The Workmen's Compensation Act* shall be located in the immediate vicinity of the above ground entrance to the shaft, tunnel, caisson or coffer dam and when practicable one or more of the prescribed kits shall be located underground.

(2) Stretchers of the wire-basket type or equivalent devices shall be maintained readily available to workmen above ground and underground when practicable in the ratio of one stretcher for every twenty-five persons likely to be underground at any one time.

(3) Sufficient approved masks and means of air supply therefor shall be provided, maintained and kept readily available at each above ground entrance to each tunnel and caisson and at such other locations as in the opinion of an inspector are necessary.

(4) The constructor shall ensure that sufficient competent persons are available on short notice with suitable equipment to perform first aid treatment or any rescue work that is apt to be required. O. Reg. 100/63, s. 55.

#### NOTICE OF ACCIDENTS OR INJURY

**56.—(1)** Subject to section 57, where an accident, industrial disease, explosion or fire causes bodily injury to a person on a project whereby he is prevented or is likely to be prevented for more than three days from working, a notice in writing of the occurrence shall be given to the chief officer by the superintendent stating,

- (a) the person's name, age and address; and

- (b) the location, time, nature and cause of the occurrence.

(2) Such notice shall be given within four days after the occurrence.

(3) A true copy of the notice required to be given by an employer to the Workmen's Compensation Board by section 117 of *The Workmen's Compensation Act* may be delivered or mailed to the chief officer as sufficient notice under subsection 1. O. Reg. 100/63, s. 56.

**57.** Where a person on a project is killed or critically injured,

- (a) the superintendent shall forthwith notify an inspector by telephone, telegram or other direct means of the occurrence, and shall within forty-eight hours after the occurrence send him a written report of the circumstances of the occurrence; and
- (b) no person shall, except for the purpose of saving life or relieving human suffering or maintaining an essential public utility service or public transportation system, interfere with, disturb, destroy or carry away or alter any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do is given by an inspector. O. Reg. 100/63, s. 57.

#### FIRE PREVENTION AND EXTINGUISHMENT

**58.—(1)** Every reasonable precaution shall be taken to prevent fire in or about the project.

(2) No combustible equipment including welding cable or air-hoses shall be stored underground unless required for immediate use.

(3) No person shall take or use underground electric cable or hose unless,

- (a) it has an armoured casing or a jacket of a material that will not support combustion; and
- (b) it is identified as having such a jacket continuously throughout its length.

(4) While and for thirty minutes after welding or flame cutting is being done underground, in any building on the project or within fifty feet of a head-frame, there shall be a person with a fire-hose or fire extinguisher watching for and readily available to immediately extinguish any fire.

(5) Operators of welding or flame-cutting equipment shall wear clothing that is made or treated for the purpose of resisting combustion due to hot metal or open flame.



(6) Any flammable liquid or gas, except lubricating oil or fuel in a tank supplied with and being an integral part of an engine, shall be stored,

- (a) in a suitable building or storage tank;
- (b) not less than 100 feet from any shaft, tunnel, caisson or coffer dam;
- (c) not less than 300 feet from a magazine; and
- (d) in a dyked area where necessary to prevent flammable liquid from endangering an entrance to underground works.

(7) Lubricating oils shall be stored,

- (a) in a suitable building or storage tank; and
- (b) so that spilled liquid will not run toward any shaft, tunnel, caisson or coffer dam so as to create a possible hazard.

(8) No combustible oil for use in hydraulic-powered equipment shall be taken underground.

(9) No tank supplying liquid or gaseous fuel, except a fuel tank supplied with and being an integral part of an engine, shall be installed or used underground or within 100 feet of any opening to a shaft, tunnel, caisson or coffer dam.

(10) No flammable gas or liquid shall be permitted to escape or spill from its container, and escaped or spilled gas or liquid shall be safely disposed of immediately. O. Reg. 100/63, s. 58.

**59.**—(1) Means of extinguishing fire shall be provided in clearly visible and readily accessible locations in every building or structure on a project and in every shaft, tunnel, caisson and coffer dam and be located not more than 100 feet apart and not over fifty feet from each working face and service shaft.

(2) Subsection 1 does not apply to a shaft, tunnel, caisson or coffer dam,

- (a) in which no fire hazard exists or the size of the excavation is too small to permit the installation or use of means of extinguishing fire; and
- (b) notice thereof is given to an inspector.

(3) The means of extinguishing a fire required by subsection 1 in a shaft, tunnel or caisson having a transverse dimension of at least five feet shall be a standpipe, sufficient hose and a supply of water at a steady pressure suitable for efficient operation of the nozzle. O. Reg. 100/63, s. 59.

**60.**—(1) Fire extinguishers shall be of a type suitable for extinguishing fires on the project,

(a) in ordinary combustible materials such as wood; and

(b) in oils or greases and electrical equipment,

and shall be located according to the type and size of likely fire.

(2) No fire extinguisher containing carbon tetrachloride, methyl bromide or other material of equivalent toxicity shall be on the project.

(3) Every fire extinguisher containing water shall be protected from freezing.

(4) Every fire extinguisher shall be,

- (a) recharged immediately after use and returned to its designated position; and
- (b) inspected at least monthly and the date of the last inspection shall be recorded on the extinguisher.

(5) Where there is danger of the standpipe freezing, it may be of the dry type.

(6) Every standpipe shall have a siamese connection installed so that the municipal fire department may supply water to the standpipe.

(7) Fire hose shall,

- (a) be at least one inch nominal diameter;
- (b) have a suitable nozzle;
- (c) when not in use, be so stored as to prevent its being damaged; and
- (d) be connected to the standpipe so that lays of not over fifty feet will reach all combustible material. O. Reg. 100/63, s. 60.

**61.** Suitable fire-fighting equipment shall be provided at the location of all electrical installations. O. Reg. 100/63, s. 61.

**62.**—(1) Every portable container used for flammable liquids with a flashpoint less than 105° F. shall have a closed top, pouring spout and a safety screen.

(2) Quantities of flammable liquids in excess of those required for one day's supply shall not be taken underground.

(3) Flammable liquids shall not be transferred from one container to another by the direct application of air under pressure.

(4) When compressed gas cylinders are being moved to a new location underground, the safety



caps for protecting the cylinder valves shall be secured in place. O. Reg. 100/63, s. 62.

**63.** Notices of the method of sounding or giving a fire alarm throughout the project and summoning the municipal fire department shall be prominently posted throughout the project. O. Reg. 100/63, s. 63.

#### SANITATION

**64.—(1)** Adequate flush toilets, chemical toilets or privies shall be provided or made available for the use of workmen from the start of the project,

- (a) within reasonably easy access of their place of work; and
- (b) so that there is at least one toilet or privy for every thirty or fewer workmen on the project at any one time.

(2) Every flush toilet, chemical toilet or privy shall,

- (a) be constructed so that any user is sheltered from view and protected from the weather and from falling objects;
- (b) have natural or artificial illumination;
- (c) be provided with adequate supplies of toilet paper and disinfectant; and
- (d) be maintained in a clean and sanitary condition. O. Reg. 100/63, s. 64.

**65.** No human excrement shall be deposited or be permitted to remain in a shaft, tunnel, caisson or coffer dam, except in a place provided for the purpose in accordance with this Regulation. O. Reg. 100/63, s. 65.

**66.—(1)** An adequate supply of pure drinking water shall be kept readily accessible for workmen.

(2) The drinking water shall be supplied from a piping system or from a clean, covered container having a drain faucet.

(3) No person shall be required to or shall use a dipper or drinking cup in common with other persons. O. Reg. 100/63, s. 66.

**67.** Washing facilities with adequate clean water, soap and individual towels shall be provided for workmen who use or handle corrosive, poisonous, irritating or other substances likely to endanger their safety. O. Reg. 100/63, s. 67.

**68.—(1)** A heated room shall be provided for the use of persons employed underground on a project and wet clothes of such persons shall be dried on the project by a sanitary and safe means.

(2) Where more than five persons are employed underground, the facilities for drying wet clothes shall consist of a change room which shall,

- (a) have a minimum height of twelve feet where work clothes are hoisted overhead for drying;
- (b) be equipped with mechanical ventilation to provide not less than six air changes per hour;
- (c) be maintained at a temperature of at least 80°F.;
- (d) be equipped with a drying rack of sufficient capacity to accommodate all work clothes of the persons employed underground;
- (e) have a minimum free floor area of ten square feet per person on a shift and in any event not less than 100 square feet;
- (f) be provided with a lock-up type locker for each person employed underground;
- (g) be provided with proper drainage facilities and shall be scrubbed out once every twenty-four hours; and
- (h) where ten persons are employed underground on the largest shift, be provided with one shower and an additional shower for each ten persons or fraction thereof in excess of ten, and the showers shall have a supply of hot and cold water. O. Reg. 100/63, s. 68.

#### DISMANTLING

**69.** Where a project or any part thereof is dismantled, procedures shall be used and safeguards shall be taken to ensure safety of persons in the vicinity. O. Reg. 100/63, s. 69.

#### WORKING OVER WATER

**70.—(1)** Where there is water at a project into which a workman might fall with risk of drowning, the constructor shall provide ready for use the safeguards prescribed by subsection 2.

(2) The safeguards shall be approved and shall consist of a combination of one or more of the following measures:

- 1. A boat in operating condition and equipped with,
  - (a) a ring buoy attached to fifty feet of three-eighths of an inch manila rope; and
  - (b) a boat-hook.

2. A line across the water to which there is attached,

(a) floating planks at close intervals;  
or

(b) other floating objects capable of providing support for a person in water.

3. A life vest for each workman exposed to the hazard of falling into the water.

(3) The constructor shall designate one or more persons who shall be readily available and competent to perform any necessary rescue when an alarm is given. O. Reg. 100/63, s. 70.

## PART II

### WORKING IN COMPRESSED AIR

#### GENERAL

71.—(1) This Part applies to every project on which a person is or is likely to be subjected to compressed air.

(2) This Part does not apply to divers or persons working in diving bells. O. Reg. 100/63, s. 71.

72. No person shall begin any work at a project where he proposes to subject a person to compressed air, or where a person might be subjected to compressed air, unless he has notified the chief officer at least fourteen days before beginning the work and has received his approval in writing. O. Reg. 100/63, s. 72.

73. The constructor shall provide one air lock for each working chamber and all necessary machinery, gear and materials, together with the necessary supervisors, lock tenders, workmen and helpers to safely and competently fulfil the provisions of this Regulation. O. Reg. 100/63, s. 73.

74.—(1) The superintendent and any assistant superintendent shall be sufficiently experienced in practical work under compressed air to safely and competently fulfil the provisions of this Regulation.

(2) The superintendent shall ensure that every person, before being first subjected to compressed air at the project, is fully instructed in the hazards therefrom and in the measures to be taken to safeguard his health and safety and that of other persons as the project and shall obtain the person's signature acknowledging the instruction.

(3) The superintendent shall designate at least one competent and suitable person for each work shift, known as the lock tender, who shall be familiar with the Act and this Regulation, and who shall attend the controls of not more than one air

lock, but the tender may attend the controls of two air locks in a tunnel if the air locks are in such close proximity that he may do so safely and competently.

(4) The superintendent shall ensure that, while any person is under compressed air, a qualified person in addition to the lock tender is available on the project to perform the duties of a lock tender in an emergency. O. Reg. 100/63, s. 74.

#### COMPRESSORS FOR AIR SUPPLY

75. The superintendent shall designate one or more persons who shall be in charge of and continuously attend to any plant compressing air at the project who,

(a) shall be the holder in good standing of a certificate of qualification to operate a compressor plant or a portable compressor plant under *The Operating Engineers Act*; or

(b) may be an assistant to the person designated to operate the hoisting plant where the compressor plant is immediately adjacent to the hoisting plant and is registered as having 75 or fewer horsepower under *The Operating Engineers Act*. O. Reg. 100/63, s. 75.

76. Two or more air compressors shall be installed and maintained so that, if one unit is not operable, the remaining unit or units will be of sufficient capacity to supply the air required for every working chamber and lock. O. Reg. 100/63, s. 76.

77. The energy required to furnish compressed air to working chambers and locks shall be readily available from at least two independent sources. O. Reg. 100/63, s. 77.

78.—(1) Each compressor for a working chamber or lock shall be so constructed as to ensure that lubricating oil is not discharged with the air it supplies.

(2) The air supplied for use in a working chamber or lock shall be clean and free from moisture, oil and other contaminants. O. Reg. 100/63, s. 78.

79.—(1) Equipment shall be provided, where necessary, to keep the temperature of the air supplied to a working chamber and air lock as temperate as is practicable.

(2) No person shall work or be permitted to work in a working chamber where the temperature exceeds 80°F. O. Reg. 100/63, s. 79.

80. The pressure in a working chamber shall not exceed fifty pounds for more than five minutes except when necessary for the safety of persons during an emergency in which case,



- (a) an inspector shall be notified forthwith by telephone, telegraph or in person by the superintendent;
- (b) the pressure in the working chamber shall be the least that meets the emergency;
- (c) the maximum hours of the working periods and the minimum hours of the rest periods shall be as directed by the project physician; and
- (d) the project physician shall establish the compression and decompression procedures. O. Reg. 100/63, s. 80.

#### AIR LOCKS AND WORKING CHAMBERS

**81.** No person shall construct underground a bulkhead that interferes with the free passage of persons without first obtaining approval. O. Reg. 100/63, s. 81.

**82.** Air locks used for persons shall,

- (a) be at least five feet in height and large enough so that every person in a working chamber at any time may pass through the air lock at the same time without being in cramped positions; and
- (b) contain a serviceable timepiece, thermometer and pressure gauge. O. Reg. 100/63, s. 82.

**83.—(1)** Two or more supply pipes shall supply air to each working chamber and each air lock.

(2) Means of controlling and automatically limiting the maximum air pressure shall be provided for every working chamber and air lock. O. Reg. 100/63, s. 83.

**84.—(1)** At each set of valves controlling the air supply to and discharge from the air lock there shall be,

- (a) a pressure gauge showing the air pressure in the air lock; and
- (b) a pressure gauge showing the air pressure in the working chamber.

(2) Separate valves controlling the air supply and discharge shall be provided inside and outside the air lock. O. Reg. 100/63, s. 84.

**85.** Where a device is installed for the purpose of effecting automatic compression and decompression in an air lock for persons, manual means of controlling the air pressure in the lock shall be provided for use in case of emergency or failure of the automatic device. O. Reg. 100/63, s. 85.

**86.** Every air lock for persons shall have a gauge which shall permanently record air pressures in the lock and the record shall readily show the amount of change in the air pressure at intervals of not more than one minute. O. Reg. 100/63, s. 86.

**87.—(1)** A pressure gauge shall be provided which shall be readable from the working chamber side of an air lock and shall show the pressure in the air lock.

(2) Every working chamber shall contain within ten feet of the working face a portable gauge to show the pressure above atmospheric and a thermometer.

(3) Every pressure gauge shall be tested daily for accuracy and such additional fittings shall be installed as will facilitate easy attachment of test gauges. O. Reg. 100/63, s. 87.

**88.** A blow stack of pipe at least two inches in diameter shall extend from near the ceiling of every working chamber along the ceiling of the air lock to above ground and shall have,

- (a) a two-inch or larger valve in the air lock;
- (b) a one-inch valve opening into the air lock between the valve referred to in clause *a* and the above ground outlet; and
- (c) a two-inch or larger valve at the above ground outlet secured by a locking device, the key for which shall be kept at the project by the superintendent or his assistant. O. Reg. 100/63, s. 88; O. Reg. 121/63, s. 1.

**89.—(1)** Water from the floor of every working chamber and air lock shall be drained by a pipe or mop line, assisted by a pump if necessary.

(2) The mop line shall,

- (a) have an inside diameter of not less than two inches;
- (b) have an inlet with a valve located,
  - (i) in the air lock,
  - (ii) within fifty feet of the working face, and
  - (iii) at intervals of not more than 100 feet for the entire length of the working chamber;
- (c) have all inlets directed downwards; and
- (d) discharge downwards under atmospheric air pressure outside the air lock. O. Reg. 100/63, s. 89.



**90.**—(1) Subject to subsection 2, every air lock shall be provided with an ancillary air lock which can be pressurized independently of the normal air lock and having a door entering either into the normal air lock or into the working chamber and a door to the atmospheric side which shall be kept open at all times except in an emergency.

(2) An air lock in a shaft or closed caisson may be provided with a positive means for closing the door to the working chamber from the atmospheric side of the air lock in lieu of the ancillary air lock required by subsection 1.

(3) When an air lock for persons is not being used, the door between the air lock and the working chamber shall be kept open.

(4) Subsection 3 does not apply to the door of an ancillary air lock that is referred to in subsection 1. O. Reg. 100/63, s. 90.

**91.** Each air lock door shall be fitted with a glass observation window. O. Reg. 100/63, s. 91.

**92.** As many seats as are practicable in the space available shall be provided in air locks. O. Reg. 100/63, s. 92.

**93.** Means of heating persons in air locks shall be provided and the temperature therein shall not exceed 80°F. O. Reg. 100/63, s. 93.

#### COMMUNICATIONS

**94.** Direct communication by telephone or similar equipment shall be maintained at all times between the working chamber, the air lock, outside the air lock at the entrance on the atmospheric pressure side, the compressor house and the superintendent's office. O. Reg. 100/63, s. 94.

#### LIGHTING

**95.**—(1) The supply of electricity for lighting places under compressed air shall be supplemented by an auxiliary source other than portable emergency sources.

(2) Emergency electric flashlights shall be readily available at the entrance to each air lock on the atmospheric side and in the air lock. O. Reg. 100/63, s. 95.

#### WORKING PERIODS AND REST PERIODS

**96.** No person shall be subjected in a working chamber to an air pressure set out in column 1 of Table I for a time exceeding the total of the times set opposite thereto in columns 2 and 4 in any consecutive twenty-four hour period.

**97.**—(1) Where the maximum air pressure during a working period is that shown in column 1 of Table I,

TABLE I

#### SHIFTS AND REST PERIODS WITHIN EACH TWENTY-FOUR HOURS

Maximum Air Pressure during a Working Period in Pounds	Maximum Hours in First Working Period	Minimum Hours in Rest Period between Working Periods	Maximum Hours in Second Working Period	Minimum Hours in Rest Period after Second Working Period
Column 1	Column 2	Column 3	Column 4	Column 5
Above atmospheric but not more than 14	$3\frac{3}{4}$	$1\frac{1}{4}$	$3\frac{3}{4}$	$\frac{1}{4}$
Over 14 but not exceeding 20	3	$2\frac{1}{4}$	3	$\frac{3}{4}$
Over 20 but not exceeding 26	2	$3\frac{1}{2}$	2	$1\frac{1}{2}$
Over 26 but not exceeding 32	$1\frac{1}{2}$	$4\frac{1}{2}$	$1\frac{1}{2}$	$1\frac{1}{2}$
Over 32 but not exceeding 38	1	5	1	2
Over 38 but not exceeding 44	$\frac{3}{4}$	$5\frac{1}{2}$	$\frac{3}{4}$	2
Over 44 but not exceeding 50	$\frac{1}{2}$	6	$\frac{1}{2}$	2

- (a) the first working period for a person in the working chamber shall not exceed the time in column 2 set opposite to the applicable air pressure; and
- (b) the second working period for a person in the working chamber shall not exceed the time in column 4 set opposite to the applicable air pressure,

and such person shall have a rest period at atmospheric air pressure after the first working period for not less than the time in column 3 set opposite to the applicable air pressure and for not less than the time shown in column 5 after the second working period.

(2) The times prescribed in columns 3 and 5 of Table I may include the time the person spends in the air lock while being decompressed to atmospheric pressure for his rest period.

(3) Subject to section 102, where the total hours in a working period of a person in the working chamber is less than the hours prescribed in either column 2 or 4 of Table I, the hours specified in column 3 or 5, respectively, may be reduced in the ratio of the total of his working period to the maximum hours permitted under column 2 or 4, as the case may be. O. Reg. 100/63, s. 97.

98.—(1) No person shall perform manual labour or physical exertion or leave the project during his rest period or his mid-shift meal.

(2) No person shall take, or be permitted to take, less than one-half hour for his mid-shift meal. O. Reg. 100/63, s. 98.

99. Subject to section 96, there shall be at least twelve hours between shifts worked by a person, which may include the time referred to in column 5 of Table I. O. Reg. 100/63, s. 99.

100. Table I shall be kept posted in a legible form in the air lock, at the controls outside the air lock and in the change room. O. Reg. 100/63, s. 100.

101.—(1) No person in a place subjected to air pressure greater than atmospheric air pressure for more than five minutes shall subject himself or be subjected to a lower air pressure unless he is decompressed down to atmospheric pressure as follows:

- 1. Where the maximum air pressure upon such person is less than six pounds, the pressure shall be released to atmospheric air pressure at a rate not exceeding five pounds per minute.
- 2. Where the maximum air pressure upon such person is six or more pounds, the pressure shall be reduced in three stages as follows:

- (i) The first stage shall be from maximum air pressure to one-half the maximum air pressure, at a rate not exceeding five pounds per minute.
- (ii) The second stage shall be from one-half the maximum air pressure to one-quarter the maximum air pressure, at a rate not exceeding two pounds per minute.
- (iii) The third stage shall be from one-quarter the maximum air pressure to atmospheric air pressure, at a rate not exceeding,

- (a) one-half pound per minute where the maximum air pressure is not over twenty pounds; or
- (b) one-quarter pound per minute where the maximum air pressure is over twenty pounds and does not exceed fifty pounds.

(2) The prescribed pressure and minimum time for each stage of decompression corresponding to the maximum air pressure in the working chamber shall be printed legibly and posted at the controls for and in the air lock in the following Table:

TABLE II		
STAGE PRESSURES AND TIMES OF DECOMPRESSION FOR THIS AIR LOCK, NO....		
Decompression Stage 1:		
From.....p.s.i. to.....	p.s.i. in.....	minutes
(Maximum pressure in working chamber)	(Minimum pressure of first stage)	(Minimum time for decompression)
Decompression Stage 2:		
From.....p.s.i. to.....	p.s.i. in.....	minutes
(Maximum pressure of second stage)	(Minimum pressure of second stage)	(Minimum time for decompression)
Decompression Stage 3:		
From.....p.s.i. to atmospheric pressure in.....	minutes	
(Maximum pressure of third stage)	(Minimum time for decompression)	

.....

DateSignature of Project Superintendent

O. Reg. 100/63, s. 101.



**102.** Notwithstanding section 101, a person may be decompressed in the three stages prescribed in section 101 at uniform decompression rates not greater than twice the rates specified in section 101 if,

- (a) he has had previous experience with the hazards of compressed air;
- (b) he has been subject to air pressure of thirty pounds or less for one-half hour or less and has not performed manual labour therein; and
- (c) no person is in the air lock during the decompression other than a person to whom clauses *a* and *b* apply. O. Reg. 100/63, s. 102.

**103.—(1)** A lock tender shall closely attend the controls of every air lock at all times that a person is about to be or is being subjected to compressed air in the air lock and related working chamber.

(2) A lock tender shall,

- (a) be satisfied that the air supply, the air pressure gauges and controls, the lock equipment and other devices necessary for the safe operation of the air lock and protection of persons using the air lock are in good condition for use before he permits any person to enter the air lock;
- (b) prevent any person who is unable to produce written proof that he is medically fit from entering the air lock;
- (c) uniformly apply air pressure upon a person in an air lock and shall not increase the air pressure to more than five pounds in the first two minutes of application;
- (d) not increase the air pressure upon a person to more than five pounds until he has ascertained that every person in the air lock is free of discomfort due to air pressure;
- (e) thereafter increase the air pressure above five pounds upon a person in an air lock at a uniform rate and so as to not cause discomfort to any person in the air lock and not exceed a rate of five pounds per square inch per minute;
- (f) while applying air pressure to a person, constantly observe that person and, unless the person indicates to him that any evident or reported discomfort due to air pressure has quickly disappeared, thereupon gradually reduce the air pressure until the person reports that the discomfort has ceased or gradually reduce the air pressure to atmospheric pressure so that the person can be forthwith released from the air lock;
- (g) operate the valves decreasing air pressures so as to strictly adhere to the procedures respecting changing air pressures and lengths of time during which air pressures may be applied to persons in an air lock as set forth in Table II and every change of air pressure shall be made as uniformly as practicable;
- (h) while reducing air pressure upon a person, constantly observe the person and if he indicates to the lock tender that any discomfort due to air pressure has occurred and has not quickly disappeared, thereupon increase the air pressure until the person reports that the discomfort has ceased or until the air pressure equals the pressure of the working chamber, whereupon the lock tender shall,
  - (i) notify the project physician or the superintendent or the superintendent's assistant by telephone, and
  - (ii) await and follow the instructions of a person named in subclause i;
- (i) upon observing or being advised that a person in the air lock is injured or unwell apparently for a reason other than air pressure upon his person, notify the project physician or the superintendent or his assistant for directions and, unless otherwise directed by such person, follow the procedures set forth in Table II;
- (j) not work or be permitted to work more than eight hours in twenty-four consecutive hours;
- (k) speak, read and write English competently;
- (l) record separately for each air lock,
  - (i) the identity of the air lock,
  - (ii) a serial number for each compression and each decompression,
  - (iii) the identity of each person subjected to each compression and decompression,
  - (iv) the time and pressure at the beginning and end of each stage of compression and decompression,
  - (v) the temperature of the air lock before and after each compression and each decompression, and
  - (vi) any unusual occurrences respecting a person, the air lock or any related matter; and



- (m) give the record to the superintendent. O. Reg. 100/63, s. 103; O. Reg. 495/69, s. 1.

**104.** Where a person believes that he has any condition that is caused by a change in air pressure above atmospheric air pressure, including the condition commonly known as the bends, he shall promptly notify,

- (a) his superintendent or foreman or the project physician; and
- (b) the lock tender if the person is under air pressure. O. Reg. 100/63, s. 104.

**105.** The superintendent shall report to the chief officer,

- (a) at least weekly, the name of every person known to him, his supervisory staff, the lock tender or the project physician who suffered from compressed air sickness upon being compressed or decompressed and was decompressed or recompressed respectively, either in the air lock or a medical lock;
- (b) forthwith by telephone, telegram or other direct means, any case of compressed air sickness which does not respond to first aid treatment in a medical lock; and
- (c) the particulars of the maximum pressure in the working chamber and the length of time worked therein by each person referred to in clauses *a* and *b* or in the air lock, as the case may be, and the medical attention given to each person referred to in clauses *a* and *b* and the degree of his recovery at the time of reporting. O. Reg. 100/63, s. 105.

#### MEDICAL FACILITIES

**106.**—(1) The constructor of a tunnel or caisson in which persons work under compressed air shall employ one or more project physicians who shall be reasonably available to render competent medical services or advice while any person is working in compressed air.

(2) The project physician shall visit the project at least once every day on which persons work in compressed air. O. Reg. 100/63, s. 106.

**107.**—(1) Subject to subsection 2, no person shall work or be permitted to work in compressed air on a project unless,

- (a) he has completed two copies of Form 2 and has given both copies to the project physician; and
- (b) within the previous two months,
  - (i) he has been examined by the project physician, and

- (ii) the project physician has certified in writing on Form 1, that the person is physically fit for the purpose.

(2) Subsection 1 does not apply to an inspector or to the persons mentioned in subsection 1 of section 10.

(3) Prior to certifying in writing in Form 1 that a person is physically fit to work in compressed air, the project physician shall,

- (a) satisfy himself that the person has accurately completed two copies of Form 2;
- (b) medically examine the person to ascertain whether the person is fit to work in compressed air, which examination shall include,
  - (i) a chest X-ray film,
  - (ii) an anterior-posterior X-ray film of the shoulder joints,
  - (iii) an anterior-posterior X-ray film of the hip joints,
  - (iv) a test under air pressure, where the person has not previously worked in compressed air, and
  - (v) such other examination as the project physician deems necessary;
- (c) make a report in writing of the results of the medical examination in Form 3; and

(d) inform the person of the precautionary measures that he shall take in order to safeguard himself from injury when working in compressed air.

(4) Where,

- (a) within the previous eighteen months, X-ray films, as prescribed by subclauses i, ii and iii of clause *b* of subsection 3, have been taken of the person being examined; and
- (b) such X-ray films are available for examination by the project physician,

the project physician may consider such X-ray films to be sufficient to comply with the requirements of subclauses i, ii and iii of clause *b* of subsection 3, and in these circumstances need not require the taking of the prescribed X-ray films.

(5) The project physician shall certify in writing in Form 1 that the person examined is physically fit or unfit, as the case may be, to work in compressed air and thereafter shall,

- (a) send Form 1 duly completed to the superintendent;
- (b) retain copies of completed forms 2 and 3 in his files for inspection under this Regulation;
- (c) send a duly completed copy of each of Form 2 and Form 3 to the Department of Health; and
- (d) upon completion of the work in compressed air on the project, send all X-ray films of persons examined in connection with that work to the Department of Health. O. Reg. 495/69, s. 2.

**108.** When a person is absent from work in compressed air for ten or more successive days because of illness, he shall not resume work in compressed air until he has been examined by the project physician and is certified in writing in Form 1 to be physically fit for the purpose. O. Reg. 495/69, s. 3.

**109.—(1)** The superintendent shall keep available for inspection by an inspector or the project physician,

- (a) all completed copies of Form 1 with respect to all persons who have been examined by the project physician for work in compressed air on the project;
- (b) all records of air pressure in the air locks prescribed in section 86; and
- (c) all records required to be kept by the lock tender, by clause 1 of subsection 2 of section 103.

(2) Upon completion of the work in compressed air on the project the superintendent shall send forthwith all completed copies of Form 1 to the chief officer. O. Reg. 495/69, s. 4.

**110.** Where a person working or about to work under compressed air does not feel well for any reason, he shall report the fact to the superintendent or the project physician. O. Reg. 100/63, s. 112.

**111.** The constructor shall supply at least one medical lock and maintain it ready for operation at a project in which work is performed in compressed air. O. Reg. 100/63, s. 113.

**112.** The medical lock shall be under the control of the project physician and one or more persons experienced in decompressing persons suffering from compressed air sickness shall be readily available while any person is under compressed air on the project and for twenty-four hours thereafter. O. Reg. 100/63, s. 114.

**113.** The medical lock shall have a subsisting certificate of inspection under *The Boilers and Pressure Vessels Act* for a working pressure of at least seventy-five pounds, but where the medical lock was fabricated before the 1st day of July, 1963, the certificate may be for a maximum working pressure of not less than fifty pounds. O. Reg. 100/63, s. 115.

**114.—(1)** The medical lock shall be divided into two pressure compartments and shall be not less than,

- (a) five feet in height at its centre line if fabricated before the 1st day of July, 1963; or
- (b) six feet in height at its centre line if fabricated on or after the 1st day of July, 1963.

(2) Each compartment shall be provided with air valves arranged so that the compartment can be pressurized and depressurized from inside and outside the lock. O. Reg. 100/63, s. 116.

**115.** An observation window shall be installed in each door in a medical lock and in the rear wall of the lock. O. Reg. 100/63, s. 117.

**116.** The medical lock shall be,

- (a) adequately lighted and ventilated;
- (b) maintained for use at a normal room temperature; and
- (c) provided with a pressure gauge, thermometer, telephone, seating, cot and blankets and means of keeping the lock in a sanitary condition. O. Reg. 100/63, s. 118.

**117.** A suitable first aid room shall be provided in close proximity to each medical lock on a project and it shall contain all medical and other equipment necessary for first aid in case of accident and facilities for the project physician to examine persons. O. Reg. 100/63, s. 119.

#### HOT DRINKS

**118.—(1)** The constructor shall supply, at his expense, hot beverages and sugar during rest periods at the termination of shifts for persons working in air pressure.

(2) Beverage containers and cups shall be kept stored in a closed container and maintained in a clean and sanitary condition. O. Reg. 100/63, s. 120.



IDENTIFICATION BADGES

119. Every person shall wear, for at least twenty-four hours after working in compressed air, a badge which shall be furnished by the constructor, stating,

- (a) that the person is a compressed air worker;
- (b) the location of the medical locks;
- (c) the name of the project physician; and
- (d) that, in case of compressed air sickness, the person is to be taken by ambulance to the medical lock. O. Reg. 100/63, s. 121.

SANITATION

120. Where the space of the working chamber is of sufficient dimensions, it shall be provided with,

- (a) a supply of drinking water as required by section 66; and
- (b) at least one chemical toilet. O. Reg. 100/63, s. 122.

FIRE PREVENTION

121.—(1) Every person in authority and every person under compressed air shall take into considera-

tion the unusual degree of danger of fire under compressed air due to greater ease of ignition and rate of combustion and shall take extra precautions to prevent fire.

- (2) No acetylene shall be used for any purpose in compressed air.
- (3) No person shall smoke or be permitted to smoke in an air lock, medical lock or working chamber. O. Reg. 100/63, s. 123.

NOTICE TO PUBLIC AUTHORITIES

122. Before any person is subjected to compressed air on a project, the constructor shall provide the local police department and fire department and the nearest public hospital with,

- (a) the location of the project and information as to hazards peculiar to projects under compressed air;
- (b) the name, address and telephone number of the project physician and superintendent; and
- (c) the location of the medical lock,

and the constructor shall notify the police department, fire department and hospital when the work is completed. O. Reg. 100/63, s. 124.

Form 1

The Department of Labour Act

RECORD OF COMPRESSED AIR WORKER

Name.....

Age.....

Address.....

Social Insurance Number.....

File No.....

Location (Municipality).....

Project.....

Constructor.....

Employer.....

Previous Compressed Air Experience.....

Pre-employment Medical Examination

Date.....

Accept.....

Reject.....

Signature.....

M.D.



SUBSEQUENT MEDICAL EXAMINATIONS

	Date	Accept	Reject	Signature		Date	Accept	Reject	Signature
1				M.D.	7				M.D.
2				M.D.	8				M.D.
3				M.D.	9				M.D.
4				M.D.	10				M.D.
5				M.D.	11				M.D.
6				M.D.	12				M.D.

O. Reg. 495/69, s. 5.

Form 2

The Department of Labour Act

WORK IN COMPRESSED AIR...PRE-EMPLOYMENT HISTORY

Project File No.

Constructor.....Project Physician.....

Employer.....Address.....

Name.....

Address.....

Social Insurance Number  

--	--	--	--	--	--	--	--	--	--

Job Title				Job Location				No.	
Date of Birth	Age	Married Single	Divorced Widower	No. of Children		Date and cause of last Attendance by M.D.			
Name of Family Physician					Address				
Your Highest Year Weight		Your Lowest Year Adult Weight		Do you hear well? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you see well without Eyeglasses? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you wear Glasses? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were you Examined for Military Service?		<input type="checkbox"/> Yes Year <input type="checkbox"/> No		Accepted Rejected		<input type="checkbox"/> If rejected, give Reason		Date of Discharge, If Medical, Give Reason	
Have you ever received Workmen's Compensation?					If yes, Reason Yes <input type="checkbox"/> No <input type="checkbox"/>				
Have you ever had Intestinal trouble or frequent Diarrhea?				<input type="checkbox"/> Yes <input type="checkbox"/> No		Have you had Stomach Troubles or Ulcers?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever had X-rays taken of your:		Shoulders Hips		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give Dates and Places			

State fully your Habits on use of	Alcohol	Tobacco
-----------------------------------	---------	---------

Describe any Back Injuries or Troubles

CHECK ANY OF THE FOLLOWING ILLNESSES YOU HAVE HAD:

	Yes	No		Yes	No		Yes	No
Asthma			History of Colds			Pleurisy		
Appendicitis			Hernia			Pneumonia		
Color Blindness			High Blod Pressure			Rheumatism		
Diabetes or Sugar in Urine			Influenza			Rheumatic Fever		
Diphtheria			Infantile Paralysis			Scarlet Fever		
Punctured Ear Drums—Any Hearing Defect			Jaundice			Skin Rashes		
Ear Infection, Buzzing			Kidney Trouble			Sinus		
Epilepsy (Fits), Fainting Spells			Liver Disease			Syphilis		
Gall Stones			Malaria			T.B. or other Lung Condition		
Gonorrhea			Other Tropical Diseases			Typhoid		
Hay Fever			Migraine Headaches			Varicose Veins		
Heart Trouble or Murmurs			Nervous Diseases					

COMPRESSED AIR EXPERIENCE

JOB LOCATION	FROM	TO	PRESSURE

Have you ever had the "Bends"? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Give Date(s) and Pressure(s)
---	--------------------------------------

Have you ever had any other effects from Compressed Air? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give Date(s) and Character
---	------------------------------------

Have you had any illness, hospitalization or Operation not mentioned above? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give Date(s) and Nature
--	---------------------------------

I HEREBY CERTIFY THAT THE PRECEDING INFORMATION IS CORRECT TO MY BEST KNOWLEDGE.

.....  
signature date

Form 3

The Department of Labour Act

WORK IN COMPRESSED AIR...RECORD OF PHYSICAL EXAMINATION

Project File No.

Constructor..... Project Physician.....

Employer..... Address.....

Name.....

Address.....

Social Insurance Number

--	--	--	--	--	--	--	--	--	--

PHYSICAL EXAMINATION FOR WORK IN COMPRESSED AIR

Date	Height	Weight	+	Gen'l. Appearance	Blood Pres.	Syst. / Diast.	Pulse				
Vision	$\overline{s}$ 20/OD	$\overline{s}$ 20/OS		c 20/OD	c 20/OS	Colour Vision	Pupils				
EOM	FUNDUS OCULI			Audiometer	250	500	1000	2000	3000	4000	5000
Hearing	Eardrums			Right							
				Left							
Clinical Evaluation					DESCRIBE EACH ABNORMALITY IN DETAIL. REFER TO ITEM NUMBER, IF ANY. IF NECESSARY, USE THE REVERSE SIDE OF THIS FORM AND EXTRA SHEET, 8½" x 11".						
Normal	Abnormal										
		1.	Nose								
		2.	Throat								
		3.	Tonsils								
		4.	Mouth								
		5.	Teeth								
		6.	Gingiva								
		7.	Thyroid								
		8.	Skin								
		9.	Lymphatics								
		10.	Thorax								
		11.	Symmetry								
		12.	Spine								



Clinical Evaluation			DESCRIBE EACH ABNORMALITY IN DETAIL. REFER TO ITEM NUMBER, IF ANY. IF NECESSARY, USE THE REVERSE SIDE OF THIS FORM AND EXTRA SHEET, 8½" x 11".
Normal	Abnormal		
		13. Heart (Disease)	
		14. Heart (Action)	
		15. Heart Sounds	
		16. Lungs	
		17. Inspiration	
		18. Expiration	
		19. Respir. Murmur	
		20. Extremities	
		21. Joints	
		22. Feet	
		23. Muscular Sys.	
		24. Nervous Sys.	
		25. Reflexes	
		26. K J	
		27. A J	
		28. Rhomberg	
		Joint Mobility	
		29. Rt. Shoulder	
		30. Left Shoulder	
		31. Rt. Hip	
		32. Left Hip	
		33. Pressure Equaliz.	
Yes	No		
		34. Hernia	
		35. Varicocele	
		36. Periph. Vasc. Dis.	
		37. Swelling: face,	
		Abdomen, Legs	
		38. X-ray of chest	

Clinical Evaluation				DESCRIBE EACH ABNORMALITY IN DETAIL. REFER TO ITEM NUMBER, IF ANY. IF NECESSARY, USE THE REVERSE SIDE OF THIS FORM AND EXTRA SHEET, 8½" x 11".	
Normal	Abnormal				
		39.	If indicated		
			X-ray—R. Shoulder		
			L. Shoulder		
			R. Hip		
			L. Hip		
E.C.G.		H.G.B.	Urine Albumin	Sugar	Spec. Grav.

BEGINNER'S MEDICAL LOCK TEST	DATE	RE-EXAMINATION BY
PASSED	FAILED	M.D.

PHYSICIAN'S RECOMMENDATION	DATE	SIGNATURE
ACCEPT	REJECT	M.D.





## REGULATION 215

### under The Department of Municipal Affairs Act

#### MUNICIPAL AUDITORS

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "applicant" means an applicant for a licence to perform the duties of a municipal auditor;
- (b) "population" means,
  - (i) when used in respect of a municipality, the number of inhabitants in the municipality as determined by the latest yearly census under section 29 of *The Assessment Act*, and
  - (ii) when used in respect of a local board in an unorganized township or unsurveyed territory, the number of inhabitants in the area served by that local board. R.R.O. 1960, Reg. 110, s. 1.

##### LICENCES

2.—(1) A licence to perform the duties of a municipal auditor may be granted only upon written application to the Department.

(2) An applicant who is not the holder of a licence shall make application in Form 1.

(3) Where a person holding a licence for any year desires to be granted a licence for the next succeeding year without examination, he may make application therefor in Form 2. R.R.O. 1960, Reg. 110, s. 2.

3.—(1) A licence shall be in Form 3.

(2) A licence is not transferable.

(3) The fee for a licence granted,

- (a) upon examination is \$25; or
- (b) without examination is \$10. R.R.O. 1960, Reg. 110, s. 3; O. Reg. 27/66, s. 1.

4.—(1) There are four classes of licences, known as "Class A", "Class B", "Class C" and "Class D".

(2) A Class A licence,

- (a) may be granted to an applicant,

- (i) who is a member of a qualifying body under *The Public Accountancy Act* and has taken the regular courses of that body and passed its final examinations or the equivalent thereof recognized by that body, and is a public accountant as defined in clause e of section 1 of that Act, or

- (ii) who holds a Class B or a Class C licence and whom the Department considers qualified for a Class A licence; and

(b) entitles the holder thereof to perform the duties of a municipal auditor for any municipality.

(3) A Class B licence,

- (a) may be granted to an applicant who holds a Class C licence and whom the Department considers qualified for a Class B licence; and

- (b) entitles the holder to perform the duties of a municipal auditor for a town, village, township or improvement district having a population under 10,000.

(4) A Class C licence,

- (a) may be granted to an applicant who passes the written examination prescribed under section 9; and

- (b) entitles the holder to perform the duties of a municipal auditor for a town, village, township or improvement district having a population under 5,000.

(5) A Class D licence,

- (a) may be granted to any applicant whom the Department considers qualified for that class of licence;

- (b) entitles the holder to perform the duties of a municipal auditor for a village, township or improvement district having a population of not more than 1,000; and

- (c) may be limited to performing the duties of a municipal auditor for a specified municipality or local board or for two or more specified municipalities or local boards. R.R.O. 1960, Reg. 110, s. 4, *amended*.

5. Every licence shall,

- (a) be granted for a specified year ending with the 31st day of December; and
- (b) entitle the holder to perform the duties of a municipal auditor,
  - (i) during that year, and
  - (ii) thereafter, in respect of that year.

QUALIFICATIONS

6. Subject to sections 2 and 7, no licence shall be granted unless the applicant has satisfied the Department as to his qualifications by passing the written examination prescribed under section 9. R.R.O. 1960, Reg. 110, s. 5.

7.—(1) Section 6 does not apply to an applicant,

- (a) specified in subclause i of clause a of subsection 2 of section 4; or
- (b) who holds a licence granted under this Regulation, that has not been revoked or expired for more than twelve months; or
- (c) for a Class D licence; or
- (d) who,
  - (i) holds a Class B licence and has qualified for a Class A licence, or
  - (ii) holds a Class C licence and has qualified for a Class B or a Class A licence.

(2) Notwithstanding subsection 1, the Department may require the holder of any licence to pass a written examination in order to establish or re-establish his qualification. R.R.O. 1960, Reg. 110, s. 7.

REFUSAL, SUSPENSION OR REVOCATION

8.—(1) Where the Department considers that a licence should be refused, suspended or revoked because the applicant or licensee, as the case may be,

- (a) has failed to complete his municipal audit, or audits, on or before the date specified by the Department for completion;
- (b) is not, or has ceased to be, qualified for the licence applied for, or held;
- (c) has negligently made,
  - (i) a careless audit, or

- (ii) an inaccurate and misleading report;

- (d) from improper motives, has coloured a report; or
- (e) has abetted, acquiesced in, connived at, or concealed, irregularities,
  - (i) in the accounting system, books or accounts, or
  - (ii) by any officer, servant, agent or member of the council or board,

of a municipality for which he is municipal auditor,

the Minister may, after a hearing, refuse, suspend or revoke that licence.

(2) Clause b of subsection 1 does not apply, to a refusal to grant a licence after examination under section 6 or subsection 2 of section 7, where the applicant has failed to obtain the minimum marks prescribed in subsection 4 of section 9.

(3) Before holding a hearing, the Minister shall send by registered mail to the applicant or licensee, at his address shown on his application for the licence, a notice,

- (a) giving,
  - (i) the cause or causes under subsection 1 alleged against him, and
  - (ii) the nature of the evidence in support thereof; and
- (b) appointing the date, time and place for the hearing.

(4) The Minister shall allow at least seven clear days between the date of sending the notice and the date for the hearing.

(5) If the applicant or licensee fails to attend the hearing on the date and at the time and place appointed, the hearing may proceed and a decision may be made in his absence.

(6) At the hearing, the applicant or licensee is entitled to hear the evidence against him, to cross-examine thereon, to call witnesses in his behalf and to present his argument.

(7) The applicant or licensee may be represented at the hearing by counsel or by an agent. R.R.O. 1960, Reg. 110, s. 8.

EXAMINATIONS

9.—(1) Written examinations to qualify to perform the duties of a municipal auditor shall be,



- (a) held at least twice a year;
  - (b) uniform for all candidates presenting themselves at that examination;
  - (c) conducted as arranged by the Department; and
  - (d) held at such place or places as the Department deems appropriate for that examination.
- (2) Every examination shall consist of three papers, for each of which the maximum marks are 100.
- (3) The papers shall be in respect of,
- (a) accounting;
  - (b) municipal law; and
  - (c) auditing.
- (4) No candidate shall be deemed to be qualified unless he obtains at least,
- (a) 50 per cent on each of the three papers; and
  - (b) at least 60 per cent on the total examination.
- R.R.O. 1960, Reg. 110, s. 9.

Form 1

The Department of Municipal Affairs Act

APPLICATION FOR LICENCE  
AS A MUNICIPAL AUDITOR

....., 19....  
(Date)

To: The Department of Municipal Affairs,  
Parliament Buildings,  
Toronto, Ontario.

I apply for a licence to perform the duties of a municipal auditor and I make the following statements in support thereof:

- 1. My full name is.....
  - 2. My residence address is.....
  - 3. My business or occupation is.....
  - 4. My business address is.....
  - 5. My age is.....years.
- (Strike out any of items 6, 7, 8, 9, that are not applicable)
- 6. I am licensed under *The Public Accountancy Act*,

my current licence being No....., issued the.....of....., 19...., which has not expired, been suspended or cancelled.

7. I have previously held the following licences as municipal auditor:

.....

Class.....

Year.....

8. My education and training as a municipal auditor are as follows:

(List dates, schools, places and employers)

.....

.....

.....

.....

9. My experience as a municipal auditor is as follows:

.....

.....

.....

.....

.....  
(signature of applicant)

R.R.O. 1960, Reg. 110, Form 1.

Form 2

The Department of Municipal Affairs Act

APPLICATION FOR ISSUE OF NEW  
LICENCE

I,.....  
(full name)

.....  
(office postal address)



the holder of licence Serial Number.....for the  
year.....apply for a Class.....licence for the  
year.....

Remittance of \$10 for licence fee is enclosed  
herewith. O. Reg. 27/66, s. 2.

Date:

....., 19.....  
(signature)

R.R.O. 1960, Reg. 110, Form 2; O. Reg. 27/66, s. 2.

### Form 3

*The Department of Municipal Affairs Act*

#### MUNICIPAL AUDITOR'S LICENCE

Year..... Serial No.....

Under *The Department of Municipal Affairs Act*  
and the regulations thereunder, and subject to  
the limitations thereof, this licence is granted to

.....  
(full name)

.....  
(postal address)

to perform the duties of a municipal auditor, Class..

Granted at Toronto the .....of....., 19.....

.....  
Minister of Municipal Affairs.

R.R.O. 1960, Reg. 110, Form 3.

## REGULATION 217

### under The Department of Municipal Affairs Act

#### TAX ARREARS AND TAX SALE PROCEDURES

1. The tax arrears procedure of the Act shall apply and the tax sale procedure of *The Municipal Act*, *The Public Schools Act* and *The Secondary Schools and Boards of Education Act* shall not apply to,

- (a) the local municipalities in Schedule 1;
- (b) the local municipalities in Schedule 2;
- (c) the area municipalities in Schedule 3;
- (d) all school boards except separate school boards in an unorganized township or unsurveyed territory within the territorial districts in Schedule 4; and
- (e) school boards having jurisdiction in territory without municipal organization within the territorial districts in Schedule 5.  
O. Reg. 291/70, s. 1.

#### Schedule 1

COLUMN 1	COLUMN 2
County	Local Municipalities
1. Bruce	All.
2. Dufferin	All.
3. Elgin	All.
4. Essex	Town of Amherstburg Town of Kingsville Village of St. Clair Beach Township of Anderdon Township of Colchester North Township of Colchester South Township of Gosfield North Township of Gosfield South Township of Malden Township of Mersea Township of Pelee Township of Rochester Township of Tilbury North Township of Tilbury West
5. Grey	Town of Hanover Town of Meaford Town of Thornbury Village of Dundalk

COLUMN 1	COLUMN 2
County	Local Municipalities
	Township of Artemesia Township of Bentinck Township of Derby Township of Egremont Township of Euphrasia Township of Keppel Township of Normanby Township of St. Vincent Township of Sarawak Township of Sullivan Township of Sydenham
6. Haldimand	Town of Caledonia Town of Dunnville
7. Provisional County of Haliburton	All.
8. Halton	All.
9. Hastings	Village of Frankford Township of Thurlow
10. Huron	Village of Bayfield Township of Colborne
11. Kent	Town of Bothwell Town of Tilbury
12. Lambton	Town of Forest Village of Grand Bend Township of Bosanquet Township of Moore Township of Sarnia
13. Lanark	All.
14. Lennox and Addington	Village of Bath
15. Middlesex	Town of Parkhill Town of Strathroy Village of Glencoe
16. Norfolk	Town of Delhi Town of Waterford Village of Port Rowan Township of Houghton Township of Middleton Township of Townsend Township of Walsingham South

COLUMN 1	COLUMN 2
County	Local Municipalities
17. Northumberland and Durham	All.
18. Ontario	Village of Pickering
19. Oxford	All—except the City of Woodstock and the Separated Town of Ingersoll.
20. Peel	All.
21. Peterborough	Village of Norwood Township of Smith
22. Prescott and Russell	All.
23. Renfrew	Town of Deep River Town of Renfrew
24. Simcoe	City of Orillia Town of Alliston Town of Bradford Town of Stayner Township of Innisfil Township of Matchedash
25. Stormont, Dundas & Glengarry	All.
26. Victoria	All.
27. Waterloo	City of Galt City of Waterloo Township of Dumfries North Township of Waterloo Township of Wellesley Township of Woolwich
28. Wellington	All—except the City of Guelph
29. Wentworth	Town of Stoney Creek Township of Ancaster Township of Beverly Township of Flamborough West Township of Saltfleet

**Schedule 2**

COLUMN 1	COLUMN 2
Territorial Districts	Local Municipalities
1. Algoma	Village of Hilton Beach Village of Iron Bridge Township of Elliot Lake Township of Laird Township of MacDonald Meredith & Aberdeen Additional Township of Michipicoten Township of St. Joseph Township of Wicksteed
2. Cochrane	All.
3. Kenora	Township of Red Lake
4. Manitoulin	Township of Assignack Township of Cockburn Island Township of Tehkummah
5. Nipissing	All.
6. Parry Sound	All.
7. Rainy River	All.
8. Sudbury	All.
9. Timiskaming	All.
10. Thunder Bay	City of Thunder Bay Municipality of Neebing Municipality of Shuniah Township of Conmee Township of O'Connor

O. Reg. 291/70, Sched. 2; O. Reg. 402/70, s. 2.

**Schedule 3**

COLUMN 1	COLUMN 2
District or Region	Area Municipalities
1. Niagara	All.
2. Ottawa-Carleton	All.
3. York	All.

O. Reg. 291/70, Sched. 3, *amended*.O. Reg. 291/70, Sched. 1, *amended*; O. Reg. 402/70, s. 1; O. Reg. 470/70, s. 1 (1-2).



**Schedule 4**

The Territorial Districts of:

1. Cochrane
2. Muskoka
3. Nipissing
4. Parry Sound
5. Rainy River
6. Sudbury
7. Timiskaming

O. Reg. 291/70, Sched. 4.

**Schedule 5**

COLUMN 1

COLUMN 2

Territorial  
District

School Board

1. Algoma

North Shore Board of  
Education  
Sault Ste. Marie Board of  
Education

O. Reg. 291/70, Sched. 5; O. Reg. 470/70, s. 2.



**REGULATION 217****under The Department of Revenue Act****DELEGATION OF MINISTERIAL POWER**

1. The Deputy Minister of Revenue and the officer in the Department of Revenue holding the position of Comptroller of Revenue may exercise any power and perform any duty conferred or imposed on the Minister by *The Gasoline Tax Act*, *The Land Transfer Tax Act*, *The Motor Vehicle Fuel Tax Act* and *The Retail Sales Tax Act*. O. Reg. 274/68, s. 1.





**REGULATION 218****under The Department of Social and Family Services Act****INSTITUTIONS UNDER CONTROL OF MINISTER**

1. Centres D'Accueil Champlain, 275 Perrier Street, Ottawa is designated as an institution that is subject to the control of the Minister and the Minister may operate and manage the institution as a home for the residential care of elderly persons. O. Reg. 466/70, s. 1.





## REGULATION 219

### under The Department of Tourism and Information Act

#### GENERAL

#### INTERPRETATION

#### 1.—(1) In this Regulation,

1. "base of operations" means a structure located in Ontario at or from which a tourist outfitter maintains facilities for communication, transportation and the complete maintenance of office records;
2. "bathroom" means a room that has a bathtub or shower, flush toilet and a wash-basin;
3. "cabin" means a cabin for sleeping that is not a cottage;
4. "cabin establishment" means a tourist establishment comprising two or more cabins;
5. "camping establishment" means a tourist establishment consisting of at least five camping lots and comprising land used or maintained as grounds for the camping or parking of trailers, mobile homes or tents, but does not include parks or camping grounds maintained by,
  - (i) any department of the Government of Ontario or of Canada, or
  - (ii) any Crown corporation, commission or board;
6. "camping lot" means the part of a camping establishment that is to be occupied by a trailer, mobile home or tent;
7. "cottage" means a building to accommodate one or more guests,
  - (i) that contains at least two rooms,
  - (ii) that is at least partially furnished, and
  - (iii) in which the guest is permitted to prepare and cook food;
8. "cottage establishment" means a tourist establishment comprising two or more cottages owned or leased by the same person;
9. "Deputy Minister" means the Deputy Minister of Tourism and Information;
10. "guest" means the person who contracts for accommodation in a tourist establishment and includes all the members of his party;
11. "health authority" means the local medical officer of health or an officer of the Department of Health of Ontario;
12. "hotel" means a tourist establishment that consists of one building or two or more connected or adjacent buildings and that,
  - (i) throughout all or part of a year furnishes sleeping accommodation,
  - (ii) may or may not furnish three meals a day,
  - (iii) is not a cabin establishment, cottage establishment, camping establishment, motel, motor hotel, outpost establishment, resort or tourist home.
  - (iv) may or may not be licensed under *The Liquor Licence Act*;
13. "inspector" means a person designated as an inspector under the Act;
14. "licence issuer" means the tourist industry officer of the Department or other official of the Department designated by the Minister;
15. "motel" or "motor hotel" means a tourist establishment that,
  - (i) consists of one or more than one building containing more than one rental unit,
  - (ii) may or may not have facilities for serving meals,
  - (iii) may or may not be licensed under *The Liquor Licence Act*,
  - (iv) is designed to accommodate the public for whom the automobile is the principal means of transportation, and
  - (v) is not a camping establishment or a tourist home;

16. "operator" means the owner or lessee of a tourist establishment or the resident manager or other person in charge thereof;
  17. "outpost camp" means any fixed or mobile rental unit that is remote from a main tourist establishment or base of operations and accessible only by air, water or forest trails, and is used for commercial purposes;
  18. "outpost establishment" means a tourist establishment consisting of two or more outpost camps being used for commercial purposes;
  19. "privy" means a place for the purpose of urination or defecation that is not a flush toilet;
  20. "rental unit" means the cabin, camping lot, cottage, room or portion of an establishment assigned for the exclusive use of one or more guests;
  21. "resort" means a tourist establishment that operates throughout all or part of the year and that has facilities for serving meals and furnishes equipment, supplies or services to persons in connection with angling, hunting, camping or recreational purposes;
  22. "semi-private bathroom" means a bathroom adjacent to and communicating with each of two rental units and for the exclusive use of the guests in them;
  23. "sewage-disposal device" means a privy-vault, septic tank, cesspool or reservoir into which a privy, flush toilet, basin or sink is drained;
  24. "tent" includes every kind of temporary shelter for sleeping that is not permanently affixed to the site and that is capable of being easily moved and is not considered a structure;
  25. "tourist home" means a private home or dwelling,
    - (i) that is not part of or used in conjunction with any other tourist establishment, and
    - (ii) in which there are at least five rooms for rent to the travelling or vacationing public, whether rented regularly, seasonally or occasionally;
  26. "tourist outfitter establishment" means a tourist establishment that,
    - (i) throughout all or part of a year furnishes accommodation,
    - (ii) may or may not furnish three meals a day, and
    - (iii) furnishes equipment, supplies or services to persons in connection with angling, hunting, camping or recreational purposes;
  27. "washroom" means a room that contains a flush toilet and a washbasin.
- (2) Tourist establishments are classified as,
    - (a) cabin establishments;
    - (b) camping establishments;
    - (c) cottage establishments;
    - (d) hotels;
    - (e) motels or motor hotels;
    - (f) outpost establishments;
    - (g) resorts;
    - (h) tourist homes;
    - (i) tourist outfitter establishments; and
    - (j) tourist establishments that have two or more rental units and that are not included in clauses a to i. O. Reg. 331/66, s. 1.

## PART I

### LICENCES AND PERMITS FOR TOURIST ESTABLISHMENTS

#### ISSUANCE AND FEES

2.—(1) A permit to establish a tourist establishment or make an addition to or a structural alteration in a tourist establishment shall be in Form 1.

(2) An applicant for a permit shall make application in Form 2 to the proper licence issuer and shall submit with his application plans and specifications of the proposed tourist establishment or of the proposed additions to or structural alterations in accommodation at the tourist establishment, showing in detail all information relevant to the standards prescribed in Part II of this Regulation.

(3) A permit in Form 1 expires one year after its date of issue.

(4) The holder of a permit shall erect or establish the tourist establishment or make additions to or structural alterations in accommodation at the tourist establishment in accordance with the plans filed with his application. O. Reg. 331/66, s. 2.



3.—(1) A licence to operate a tourist establishment shall be in Form 4.

(2) A licence in Form 4 is not valid unless it is countersigned by the licence issuer.

(3) Where a tourist establishment has,

(a) a main building with or without other buildings on the same premises; and

(b) one or more rental units located on other premises but operated from that main building,

one licence to operate all those premises may be issued to the operator. O. Reg. 331/66, s. 3.

4.—(1) An applicant for a licence in Form 4 or for a renewal thereof shall,

(a) make application in Form 3; and

(b) file the application with the proper licence issuer together with a fee of,

(i) \$20 where the applicant is resident in Ontario, and

(ii) \$60 where the applicant is not resident in Ontario.

(2) For the purpose of clause *b* of subsection 1,

(a) an applicant that is a corporation is resident in Ontario if its head office is located in Ontario;

(b) an applicant that is a partnership is resident in Ontario if the partners owning a majority interest in the partnership are resident in Ontario, as determined under clause *c*; and

(c) an applicant who is not a corporation or a partnership is resident in Ontario if he has actually resided in Ontario for a period of at least seven months during the twelve months immediately preceding the time his residence becomes material under this Regulation.

(3) An applicant for a licence to operate an outpost establishment shall furnish with his application,

(a) a map on which is marked,

(i) the location of his base of operations for the outpost establishment, and

(ii) the location of each outpost camp-site comprising the outpost establishment; and

(b) such other information as the licence issuer requires.

(4) Application for renewal of a licence in Form 4 shall be made,

(a) before expiry of the current licence, where the establishment is operated throughout the year; or

(b) before the 15th day of May in each year, where the establishment is operated for only part of the year.

(5) Subject to section 5, the licence issuer shall, as soon as is practicable after he has received the application,

(a) issue to the applicant a licence in Form 4; and

(b) forthwith transmit to the Minister a copy of the licence.

(6) A licence in Form 4,

(a) becomes effective on,

(i) the 1st day of April of the year in which it is issued, or

(ii) the date on which it is issued,

whichever is the later; and

(b) expires with the 31st day of March, next following, unless sooner suspended or cancelled. O. Reg. 331/66, s. 4.

5.—(1) Where an operator of an establishment in respect of which a licence is applied for does not comply with,

(a) the Act or this Regulation; or

(b) any other law, regulation or by-law applicable in respect of that establishment,

or where he has been convicted of any offence for conduct that demonstrates that it is not in the public interest for him to operate a tourist establishment, the licence issuer may refuse the licence.

(2) Within forty-eight hours after a refusal, the licence issuer shall transmit,

(a) to the Minister,

(i) the application, and

(ii) a report setting forth the reasons for the refusal; and

(b) to the applicant by registered mail,



- (i) a copy of the report under subclause ii of clause *a*, and
- (ii) a notification that a refund has been authorized and will be issued from the office of the Treasurer of Ontario in due course. O. Reg. 331/66, s. 5, *amended*.

## TRANSFER OF LICENCES

6.—(1) Where a licensed tourist establishment is sold or legal ownership thereof passes by any lawful means, the purchaser or other person to whom the legal ownership has passed may obtain transfer of the licence upon,

- (a) filing application therefor in Form 5;
- (b) paying a fee of \$5; and
- (c) surrendering the existing licence.

(2) The previous owner shall provide the new owner with,

- (a) the register; and
- (b) all records required to be maintained under this Regulation,

as contain entries and relevant information for at least one year before the change of ownership.

(3) The new owner shall maintain those entries and records until,

- (a) the expiration of the period of time required by this Regulation; or
- (b) he delivers them to a subsequent new owner,

whichever event occurs first. O. Reg. 331/66, s. 6.

## SUSPENSION AND CANCELLATION OF LICENCES

7.—(1) Where an operator contravenes,

- (a) the Act or this Regulation; or
- (b) any other law, by-law or regulation applicable to the establishment,

or where he has been convicted of any offence for conduct that demonstrates that it is not in the public interest for him to operate a tourist establishment, the licence issuer may, after a hearing, suspend or cancel the licence for the establishment notwithstanding that the contravention existed at the time the licence was issued.

(2) Where an establishment in respect of which a licence has been issued, or any part thereof, is

declared a public place under subsection 2 of section 42 of *The Liquor Control Act*, the licence issuer may suspend or cancel the licence.

(3) Within forty-eight hours after suspending or cancelling a licence, the licence issuer shall send by registered mail,

- (a) to the Minister, a report of the suspension or cancellation with the grounds therefor; and
- (b) to each operator of the establishment, a copy of the report.

(4) Where a licence is suspended or cancelled, the licence holder shall immediately surrender it to the licence issuer. O. Reg. 331/66, s. 7, *amended*.

## HEARINGS

8.—(1) Where a licence issuer has,

- (a) refused to issue a licence; or
- (b) suspended or cancelled a licence,

the person aggrieved or any other operator of the establishment may appeal to the Minister.

(2) The hearing of an appeal under subsection 1 shall be conducted by the Deputy Minister or by an executive officer of the Development Branch of the Department designated by the Deputy Minister.

(3) The person hearing an appeal shall transmit to the Minister a report containing a synopsis of his findings of fact and his recommendations.

(4) After considering the report and any further material he desires, the Minister may make such order as he considers proper. O. Reg. 331/66, s. 8.

9.—(1) A hearing under this Regulation shall be held in the county or district in which the establishment concerned is situated and notice of the hearing shall be sent by registered mail to each operator of the establishment not less than twelve days before the time appointed for the hearing.

(2) At a hearing, each operator is entitled to,

- (a) hear the evidence adduced;
- (b) cross-examine witnesses;
- (c) adduce evidence in defence;
- (d) present his argument; and
- (e) be represented by counsel. O. Reg. 331/66, s. 9.

10. A licence shall not be suspended for a period longer than thirty days. O. Reg. 331/66, s. 10.

## PART II

## PUBLIC HEALTH AND SAFETY

## LOCATION AND DRAINAGE

11. A building used wholly or partly for sleeping accommodation or living accommodation for guests shall be located on dry and well-drained sites. O. Reg. 331/66, s. 11.

12. Where necessary, the operator shall provide surface drainage to ensure that casual or stagnant water is sufficiently far from buildings to prevent a nuisance to persons accommodated or a danger to their health. O. Reg. 331/66, s. 12.

## WATER SUPPLY

13. An operator shall provide an adequate supply of water tested satisfactory for human consumption and domestic purposes. O. Reg. 331/66, s. 13.

14.—(1) Where an operator has no reason to suspect otherwise, he may assume that at the point where it enters upon his premises the water supplied by a municipality or public utility is potable.

(2) Where drinking water from any source is not potable, the operator shall treat it under the direction of the health authority so as to make it potable.

(3) Every well, spring, reservoir, faucet, tap, pipe opening or other place from which non-potable water is available shall be clearly indicated by prominent, readily legible signs containing the words "NOT FIT FOR HUMAN CONSUMPTION" in letters not less than one-half of an inch high. O. Reg. 331/66, s. 14.

15.—(1) Where an establishment operates throughout the year and the drinking water is not supplied by a municipality or public utility, the operator shall submit a sample of the drinking water to a Department of Health Laboratory for bacteriological examination at intervals not greater than thirty days.

(2) Where an establishment operates for only part of the year and the drinking water is not supplied by a municipality or public utility, the operator shall submit a sample of the drinking water to a Department of Health Laboratory for bacteriological examination within ten days prior to the date of opening in that period and every thirty days thereafter during the period of operation.

(3) Where an examination discloses the presence of coliform organisms in the sample of drinking water, that water and all water from the same source shall be deemed to be not potable and shall not be used except under such conditions as the health authority prescribes.

(4) The operator shall maintain a file containing all water examination reports sent to him by a Department of Health Laboratory and the file shall be open to inspection by the health authority or an officer of the Department of Tourism and Information. O. Reg. 331/66, s. 15.

## WELLS, RESERVOIRS AND PUMPS

16.—(1) A well from which drinking water is available shall be so constructed and located that surface contamination and drainage cannot enter it.

(2) A reservoir with an open top shall not be installed or permitted for storage of drinking water.

(3) A reservoir for drinking water shall,

(a) be constructed of material impervious to water;

(b) be free of leaks; and

(c) have its openings so constructed and maintained as to prevent the entrance of insects, birds, animals and other sources of infection or contamination.

(4) Where a pump is used in supplying or distributing drinking water, the pump and its connections shall be so placed as to prevent contamination of the water. O. Reg. 331/66, s. 16.

## CONSTRUCTION REQUIREMENTS

17. Sections 18 to 26 are subject to the provisions of *The Hotel Fire Safety Act* and the regulations made thereunder. O. Reg. 331/66, s. 17.

18. The clear interior height of a room shall be at least eight feet measured from floor to ceiling. O. Reg. 331/66, s. 18.

19. Exclusive of closets, bathrooms, porches and verandas, no cottage shall have a floor area of less than 170 square feet plus 80 square feet for every sleeping room. O. Reg. 331/66, s. 19.

20.—(1) No cabin or rental unit in a motel or motor hotel shall have less than 150 square feet of clear living space exclusive of closets, bathrooms, porches and verandas plus fifty square feet for each person to be accommodated in excess of two persons.

(2) A sleeping room, other than a sleeping room in a cottage, motel or motor hotel to accommodate two or more persons shall have at least fifty-five square feet of floor space exclusive of closets and bathrooms for each person to be accommodated.

(3) A bathroom shall,

(a) be not less than four feet wide; and



- (b) have a floor area of not less than thirty square feet.

(4) A room that has a flush toilet or is a wash-room shall have not less than twenty square feet of floor area and a width of not less than four feet. O. Reg. 331/66, s. 20.

**21. A cabin or cottage shall be,**

- (a) at least twelve feet from any other building; and
- (b) at least six feet from a side or rear boundary of the land on which the establishment is operated. O. Reg. 331/66, s. 21.

**22.—(1) An interior wall shall be,**

- (a) stained, painted or lined with a material having a smooth surface; and
- (b) so constructed that it can be kept clean.

(2) All exterior walls of frame construction shall have upright studding,

- (a) of nominal size not less than two inches by four inches; and
- (b) set at 16-inch centres.

(3) Where logs, log siding or log slabs are used, they shall be peeled and coated with varnish or some other insect-repellent material.

(4) Where an exterior wall or any member thereof is constructed of brick, cement, cinder block, concrete, stone or other masonry those materials shall be new, sound and firmly laid in cement or cement and lime mortar.

(5) Joists and rafters in all construction shall not exceed 16-inch centres in floor and ceiling construction.

(6) Floor joists under partitions running parallel to the joists shall be double joists that are spiked together or separated and blocked at four foot intervals. O. Reg. 331/66, s. 22.

**23. A floor shall be,**

- (a) constructed of,
  - (i) concrete,
  - (ii) tongue-and-groove lumber treated to be insect-proof, or
  - (iii) some other insect-proof material; and

- (b) supported on joists of which the lower face is not less than six inches above ground level. O. Reg. 331/66, s. 23.

**24. A living room, sleeping room or kitchen shall have one or more windows having an aggregate glass-area of at least one-tenth of the floor area. O. Reg. 331/66, s. 24.**

**25.—(1) Every room shall be capable of being ventilated directly to the outside air by means of openings totalling an area of not less than four per cent of the floor area of the room.**

(2) Each rental unit shall be so constructed and equipped that cross-ventilation can be readily obtained. O. Reg. 331/66, s. 25.

**26.—(1) Where two or more rental units adjoin each other under the same roof, they shall be separated from one another by,**

- (a) a dividing wall made of bricks, concrete blocks, cinder blocks, clay blocks or clay tiles that are new, sound and of a minimum thickness of eight inches in width laid in cement or cement and lime mortar;

- (b) a dividing wall made of fully separated wall members on staggered studding not less than two inches by four inches nominal size on two inch by six inch plates,

- (i) set at not more than 16-inch centres,

- (ii) with spaces between the studs filled with mineral wool or other fire resistant and sound resistant insulation, and

- (iii) faced on both sides by a facing material specified in subsection 4; or

- (c) fully separated double walls constructed on wood studding not less than two inches by four inches nominal size, each wall being on plates two inches by four inches,

- (i) set at not more than 16 inch centres,

- (ii) with spaces between the studs filled with mineral wool or other fire resistant and sound resistant insulation, and

- (iii) faced on both sides by a facing material specified in subsection 4.

(2) Each dividing wall shall extend from the floor to the ceiling.

(3) Where a rental unit is underneath another rental unit, the ceiling of the lower unit shall be



insulated by a combination of joists, flooring and ceiling, in which,

(a) the flooring is laid on the upper side of the joists and is staunchly constructed so that dirt, dust or water cannot drift or flow through it;

(b) the ceiling is firmly affixed to the lower sides of the joists and,

(i) is of lath and plaster or of a facing material specified in subsection 4; and

(ii) has a smooth lower surface adequately finished by a surfacing material suitable for ceilings; and

(c) the spaces between the joists are filled with mineral wool or other fire resistant and sound resistant insulation.

(4) For the purpose of subclause iii of clause c of subsection 1 and subclause i of clause b of subsection 3, a facing material consists of,

(a) gypsum board, plaster board or wall-board, at least  $\frac{3}{8}$ -inch nominal thickness;

(b) plywood or pressed board at least  $\frac{1}{4}$ -inch nominal thickness;

(c) wood boards at least  $\frac{1}{2}$ -inch nominal thickness; or

(d) gypsum lath,

(i) at least  $\frac{3}{8}$ -inch nominal thickness, or

(ii) plastered on the outer side with a base coat of gypsum hard-wall plaster,

and surfaced smooth with a finishing coat of hydrated lime putty and plaster-of-paris. O. Reg. 331/66, s. 26.

#### TOILET CONVENIENCES, PLUMBING, SEWAGE DISPOSAL

**27.—(1)** Where a room is equipped with a flush toilet, the room shall be adequately lighted and maintained in a clean and sanitary condition.

(2) A room that has a flush toilet shall have,

(a) one or more windows having an aggregate glass area of at least three square feet; or

(b) a ventilating fan that ensures ventilation at least equivalent to that obtainable under clause a. O. Reg. 331/66, s. 27.

**28.** Flush toilets, sinks, basins, showers and bathtubs shall be connected to,

(a) a public sewage system;

(b) a properly constructed septic tank and absorption system; or

(c) such other sewage disposal system as is approved by the local medical officer of health, the Department of Health or an officer of the Ontario Water Resources Commission. O. Reg. 331/66, s. 28.

**29.—(1)** A privy shall be maintained in a sanitary condition at all times during the period of operation of the tourist establishment.

(2) In every privy,

(a) all wooden seats shall be,

(i) of dressed material, and

(ii) maintained in a sanitary condition by application of good quality enamel; and

(iii) provided with hinged lids; and

(b) all interior walls shall be maintained in a sanitary condition by application of good quality paint or washable substitute for paint. O. Reg. 331/66, s. 29.

**30.** Where a flush toilet, privy or washroom, other than a semi-private bathroom, may be used by guests in common, the facilities shall be for the use of the guests exclusively and the operator shall provide separate facilities for male and for female persons with separate approaches clearly marked for each sex and not to be used by any other person. O. Reg. 331/66, s. 30.

**31.** Where a room or privy has more than one flush toilet or privy seat, as the case may be, there shall be partitions between the seats constructed in such manner as to ensure complete privacy. O. Reg. 331/66, s. 31.

**32.** Where flush toilets, privies or washrooms are to be used by guests in common at a tourist establishment other than a cottage establishment or camping establishment and the number of persons entitled to use those common facilities is in a group itemized in column 1 of Table I, the operator shall provide at least the number of flush toilets or privy seats and washbasins set opposite thereto in columns 2 and 3, respectively.

TABLE I

Item No.	COLUMN 1	COLUMN 2	COLUMN 3
	Number of Persons	Minimum Number of Flush Toilets or Privy Seats	Minimum Number of Washbasins
1	Up to 20	2	2
2	21 to 40	4	4
3	41 to 60	6	4
4	61 to 80	8	4
5	81 to 100	8	6
6	101 to 120	10	8

O. Reg. 331/66, s. 32.

**33.** Each cottage shall have at least one flush toilet or privy for the exclusive use of the persons accommodated in that rental unit, except cottages in a cottage establishment in which there are central toilet facilities that,

- (a) are for the use of all guests at that establishment; and
- (b) have flush toilets and washbasins in the numbers prescribed in Table I of section 32. O. Reg. 331/66, s. 33.

#### EQUIPMENT

**34.—(1)** Every bathroom for use by guests shall have properly installed in it,

- (a) a bathtub or shower bath;
- (b) a basin; and
- (c) a flush toilet.

(2) Each bathtub and shower bath shall be equipped with taps or faucets supplying hot water and cold water.

(3) A semi-private bathroom shall have two doors,

- (a) opening into the bathroom and fitted with a means of securing them shut so that a person using the bathroom will have complete privacy; and

- (b) opening separately from the two rental units served by the bathroom.

(4) Before a guest occupies a rental unit, the bathroom and all fixtures shall be thoroughly cleansed.

(5) All drinking utensils for the use of guests in rental units shall be washed in accordance with the regulations made under *The Public Health Act*. O. Reg. 331/66, s. 34.

#### CAMPING ESTABLISHMENTS

**35.—(1)** Subject to subsection 3, where flush toilets, urinals and washbasins are to be used by guests in common at a camping establishment and the number of persons entitled to use those common facilities is in a group itemized in column 1 of Table II, the operator of the camping establishment shall provide,

- (a) at least the number of washbasins set opposite thereto in column 2;
- (b) for male guests, at least the number of,
  - (i) flush toilets set opposite thereto in Part 1 of column 3, and
  - (ii) urinals set opposite thereto in Part 2 of column 3; and
- (c) for female guests, at least the number of flush toilets set opposite thereto in column 4.



TABLE II

Item No.	COLUMN 1	COLUMN 2	COLUMN 3		COLUMN 4
	Number of Persons	Minimum Number of Washbasins	Males		Females
			Part 1	Part 2	Minimum Number of Flush Toilets and Privies
			Minimum Number of Flush Toilets and Privies	Minimum Number of of Urinals	
1	Up to 20	2	1	0	1
2	21 to 50	4	2	1	2
3	51 to 80	4	3	1	3
4	81 to 120	4	3	2	4
5	121 to 210	6	4	2	4
6	211 to 300	6	4	2	5
7	301 to 390	8	5	3	6

(2) Where, because of the absence of a water-pressure system, the operator of a camping establishment is unable to comply with subsection 1, he shall provide two privies for every seven camping lots.

(3) Each camping lot shall have an area of at least 1,600 square feet with a minimum frontage of 25 feet.

(4) Camping lots shall be accessible by means of a driveway,

- (a) at least ten feet wide, where the driveway is for one-way traffic;
- (b) at least twenty feet wide, where the driveway is for two-way traffic; and
- (c) so constructed that automobiles and trailers will not become mired.

(5) The operator of a camping establishment shall provide,

- (a) one table for each camping lot; and
- (b) one garbage can for each camping lot or an equivalent central garbage disposal area.

(6) The operator of a camping establishment shall not allow the camping establishment to consist, at any time, of more camping lots than in the

proportion of fifteen camping lots for each acre of land at that time suitable for accommodation of tents and trailers. O. Reg. 331/66, s. 35.

OUTPOST ESTABLISHMENTS

36.—(1) The operator of an outpost establishment shall provide at each outpost camp,

- (a) suitable mattresses or air mattresses;
- (b) unless otherwise provided by his guests, sleeping bags with clean removable liners or blankets and clean sheets and pillow cases;
- (c) sufficient cooking and eating utensils;
- (d) a table;
- (e) adequate screening for all openings or vents in tents;
- (f) a 3½-day supply of emergency rations;
- (g) a first aid kit;
- (h) packets of waterproof matches;
- (i) a shovel, grub hoe and hand fire pump;
- (j) a signal flare kit; and



- (k) a card showing procedures to be followed in applying artificial respiration or in the event a person accommodated becomes lost.

(2) Tents provided by the operator shall be water-proof and in good condition and a tent shall contain at least thirty square feet of floor space for each person to be accommodated in the tent.

(3) Each outpost camp shall be provided with,

- (a) at least one pit privy and one garbage pit, both of which are at least 100 feet distant from any tent used for sleeping or from any water's edge or supply of water; and

- (b) suitable containers for garbage and refuse.

(4) The operator shall inspect each outpost camp at reasonable intervals to ensure that the provisions of this Regulation are carried out. O. Reg. 331/66, s. 36.

#### REGISTRATION OF PERSONS, MOTOR VEHICLES AND TRAILERS ACCOMMODATED

37.—(1) An operator shall maintain in a bound book, or by means of a card index, a register of the persons, motor vehicles and trailers accommodated in his tourist establishment.

(2) A person accommodated shall enter in the register,

- (a) his name and home address; and  
(b) the name and home address of each person travelling with him and accommodated in the establishment who does not register separately.

(3) An operator shall require a person travelling by motor vehicle and accommodated in a tourist establishment to enter in the register the trade name of the motor vehicle, the vehicle licence number thereof and the name of the Province, State or other authority issuing the vehicle licence.

(4) The operator shall enter in the register,

- (a) the name or number of the rental unit occupied by each person accommodated; and  
(b) the date of arrival and of departure of each person accommodated.

(5) A person accommodated shall not,

- (a) enter false information in the register; or  
(b) in any way cause false information to be entered in the register.

(6) An operator shall not enter in the register or knowingly permit to be entered in the register any information he reasonably suspects to be false.

(7) An entry in the register shall be preserved for at least one year from the date of the entry.

(8) Every operator of an outpost establishment shall maintain in Ontario a base of operations at which persons accommodated shall register in accordance with this section. O. Reg. 331/66, s. 37.

#### DUTIES OF OPERATORS

38. An operator shall,

- (a) maintain the grounds of the establishment orderly, tidy and free from litter;  
(b) keep all grass and herbage cut sufficiently so as,  
(i) not to harbour mosquitoes or other objectionable insects,  
(ii) to prevent ripening of weed seeds, and  
(iii) to present a neat appearance;  
(c) take all steps necessary to prevent nuisance within the meaning of sections 85 and 86 of *The Public Health Act* from occurring on the premises;  
(d) maintain in proper condition the fences of, and the signs and notices on, his tourist establishment;  
(e) keep the buildings painted and repaired and in a clean and sanitary condition; and  
(f) provide for each window of a rental unit,  
(i) blinds or curtains that ensure privacy for persons accommodated, and  
(ii) fly screens that are of fire-resistant material. O. Reg. 331/66, s. 38.

39.—(1) The operator of a tourist establishment other than a cottage establishment or outpost establishment shall have in attendance at all times during its operation at least one adult employee conversant with the operation of the establishment.

(2) An operator shall,

- (a) display his tourist establishment licence in a conspicuous place near the register;  
(b) display upon each rental unit a distinctive number, letter or name;

(c) keep posted in every room or building used for sleeping accommodation information specifying the rates, in Canadian currency, charged for the room or building, indicating the highest single rate, the highest double rate, the highest triple rate, the highest rate for four persons and the unit rate if such exists; and

(d) at the request of an inspector or police officer, produce for inspection any register, licence or notice required under the Act or this Regulation.

(3) An operator shall,

(a) keep the furnishings, equipment, sanitary facilities and appliances in a state of good repair and in a clean and sanitary condition and free from rodents, vermin and other pests;

(b) each day place in each washroom and bathroom an adequate supply of soap not previously used;

(c) keep adequate supplies of toilet paper in each toilet room or privy; and

(d) where he provides bedding for a guest, keep the bedding in a clean and sanitary condition and supply freshly laundered sheets, pillow cases and towels. O. Reg. 331/66, s. 39.

#### BOATS AND CANOES

40. Where an operator supplies boats, canoes or other watercraft for use of guests, he shall,

(a) maintain the boats, canoes and watercraft in repair and in a clean and safe condition;

(b) provide the necessary safety devices that are required by and conform with the provisions of the Small Vessel Regulations made under the *Canada Shipping Act*; and

(c) maintain in proper repair all wharves, docks, landing places and boat houses on or used in conjunction with the premises. O. Reg. 331/66, s. 40.

#### GARBAGE

41.—(1) An operator shall,

(a) place fly-tight metal garbage containers in convenient places and in sufficient numbers;

(b) ensure that the garbage containers are maintained in a sound and sanitary condition; and

(c) where there is no municipal garbage removal service, dispose of garbage, waste and refuse by incineration or burial in such manner as will not create a nuisance or pollute water.

(2) A person accommodated shall place garbage, waste and refuse in such garbage containers or other places as the operator designates. O. Reg. 331/66, s. 41.

#### FIRE PREVENTION AND VENTILATION

42. An operator shall,

(a) conform with *The Hotel Fire Safety Act* and the regulations made thereunder;

(b) not permit a person accommodated,

(i) to light or build a fire except in equipment provided by the operator or in a place he designates, or

(ii) to cook food except in a place designated by the operator;

(c) display or post adequate signs or instructions, or both, informing persons accommodated of the location of fire exits;

(d) take such precautions as are necessary to prevent heating devices from endangering the health or safety of persons accommodated by,

(i) the exhaustion of oxygen from the air, or

(ii) the production of carbon monoxide or other noxious gas or smoke; and

(e) provide such devices and equipment as will ensure that,

(i) fresh air is taken into the rental unit from outdoors, and

(ii) stale air and noxious fumes are ventilated to the open air. O. Reg. 331/66, s. 42.

#### PART III

##### RATES

43.—(1) An applicant for a licence in Form 4 shall file with the Minister at the time of his application the rates for sleeping accommodation in the tourist establishment for the current year.

(2) The operator shall advise the Minister by registered mail of any changes in the rates filed with



him and no change shall be made until seven days have elapsed after the mailing of the notice.

(3) Rates filed with the Minister shall be consistent with rates quoted to any organization, recommending body or trade association. O. Reg. 331/66, s. 43.

#### PART IV

##### GRANTS

44.—(1) In this section,

- (a) "region" means an area approved by the Minister under subsection 2;
- (b) "regional organization" means a non-profit organization having as its objects the development and promotion of the tourist industry in a region;
- (c) "year" means the year beginning with the first day of April.

(2) A grant may be paid to a regional organization where,

- (a) the location of the boundaries of the region serviced by the regional organization and the size of the region are, in the opinion of the Minister, appropriate for the efficient development of the tourist industry; and
- (b) the regional organization is active generally in the region.

(3) The amount of the grant is the lesser of,

- (a) the amount raised for the purpose of furthering its objects by the regional organization in the year next preceding the year for which the grant is applied, but excluding,
  - (i) any amount in excess of \$500 expended in that year for administrative expenses and salaries or remuneration of the administrative staff, and
  - (ii) any amount received under this Regulation in that year; or
- (b) \$5,000.

(4) Where a regional organization is formed by the association of two or more tourist organizations, the amount of the grant payable in the first year of its operation shall be computed under subsection 3 as if the amounts raised or expended in the preceding year by the associated organizations were raised or expended by the regional organization.

(5) An application for a grant shall be accompanied by,

- (a) an audited financial statement of the regional organization for its latest completed fiscal year;
- (b) a report of the activities and achievements of the organization in the year next preceding the year for which the grant is applied;
- (c) a description of the plans of the organization for the year for which the grant is applied and estimates of the costs; and
- (d) a statement of the amount expended by the regional organization in its last fiscal year for the purpose of furthering its objects, together with detailed information showing the various purposes for which the money was spent.

(6) A grant is paid subject to the condition that the grant, together with an equal amount of money contributed by the regional organization, is spent in carrying out the plans described in the application for the grant, or any change in the plans approved by the Minister.

(7) A grant given to a regional tourist organization shall be spent by the regional organization in carrying out its objects and shall not be divided among or granted to other organizations within or outside the region.

(8) An application for a grant shall be made in Form 6. O. Reg. 331/66, s. 44.

#### PART V

##### ADVERTISING MATTER

45.—(1) No advertising matter or sign connected with a tourist establishment shall contain any inaccurate or misleading statement in respect of,

- (a) sleeping accommodation available at the tourist establishment;
- (b) recreational facilities available at, or in the vicinity of, the tourist establishment;
- (c) facilities for transportation to or from the location in which the tourist establishment is situate;
- (d) means and routes of access to the tourist establishment;
- (e) rates or charges for,
  - (i) accommodation,



- (ii) facilities,
- (iii) food,
- (iv) merchandise, or
- (v) services,

available at any place mentioned in the advertising matter; or

- (f) the classification of the tourist establishment.

(2) Any advertising matter that advertises rates for accommodation shall state precisely what the rates include and the amount of any extra charges for facilities and services.

(3) Where advertising matter advertises rates for accommodation in a tourist establishment and the operator requires that a prospective guest pay a deposit when he reserves accommodation, the advertising matter shall set out precisely the conditions on which such deposit may be forfeited or refunded.

(4) No advertising matter or sign shall contain the words 'modern conveniences' or any other words or expressions that imply the tourist establishment is equipped with what are commonly known as 'modern conveniences' unless the tourist establishment,

- (a) is adequately equipped with electric lighting;
- (b) has available on the premises for the use of guests local and long distance telephone service, where such service is available;
- (c) is equipped with flush toilets and bathtubs or showers; and
- (d) has available at all times in washrooms used by guests a supply of hot and cold water furnished through pipes and taps. O. Reg. 331/66, s. 45.

## PART VI

### INFORMATION CENTRES

46.—(1) Every information centre shall be of sufficient size to provide basic information services to the public and shall,

- (a) be equipped with a suitable counter or desk and adequate means to properly display tourist literature;
- (b) be equipped with a telephone, where practicable;
- (c) be open to the public for at least six hours a day and six days a week;
- (d) be operated for at least nine weeks during the year;
- (e) be maintained in a clean and orderly condition;
- (f) be furnished with a registration system for the entry of names and addresses of persons to whom tourist information is provided;
- (g) be furnished with adequate reference material; and
- (h) be provided with trained staff or mechanical aids capable of dispensing information to the travelling and vacationing public.

(2) Where an information centre is located in premises used for other purposes, it shall as far as is practicable be kept separate and apart from other businesses or activities.

(3) No person, organization or agency shall display on any premises that do not comply with subsection 1 any sign or device indicating that information for tourists or a similar service is available on the premises. O. Reg. 331/66, s. 46.

## PART VII

### ADMINISTRATION

47. The Minister may accept in lieu of any requirements under Part II of this Regulation such compliance as he deems equivalent thereto. O. Reg. 331/66, s. 47.

**Form 1***The Department of Tourism and Information Act***PERMIT****TO ERECT OR ESTABLISH A TOURIST ESTABLISHMENT OR TO MAKE ADDITIONS  
TO OR STRUCTURAL ALTERATIONS IN ACCOMMODATION AT A  
TOURIST ESTABLISHMENT**

No.....

Under *The Department of Tourism and Information Act* and the regulations, and subject to the limitations thereof,

.....

.....

is permitted to erect or establish a tourist establishment (or to make additions to or structural alterations in accommodation at a tourist establishment) of the.....class in the following location:

This permit expires one year after the date of issue.

Issued this.....day of....., 19....

.....  
Minister of Tourism and Information

.....  
Licence issuer

.....  
Mailing address

O. Reg. 331/66, Form 1.

**Form 2***The Department of Tourism and Information Act***APPLICATION FOR A PERMIT TO ERECT OR ESTABLISH A TOURIST ESTABLISHMENT**

The undersigned applies for a permit to establish a tourist establishment, or erect additional accommodation of the following class:

- |  |  |
|--|--|
| <input type="checkbox"/> Resort                | <input type="checkbox"/> Hotel                   |
| <input type="checkbox"/> Cottage Establishment | <input type="checkbox"/> Camping Establishment   |
| <input type="checkbox"/> Motel                 | <input type="checkbox"/> Tourist Home            |
| <input type="checkbox"/> Motor Hotel           | <input type="checkbox"/> Composite Establishment |
| <input type="checkbox"/> Cabin Establishment   | <input type="checkbox"/> Tourist Outfitter       |
| <input type="checkbox"/> Outpost Establishment |  |

and in support of this application makes the following statements:

1. Proposed name of establishment.....
2. The owner of the proposed establishment is.....  
(name)

.....  
(postal address)

3. The site of the proposed establishment is.....  
(parcel, lot and concession no. or street address)
- \*Applicable to sites in  
Northern Ontario only.

The property is on.....  
(Crown, deeded or patented land)  
.....  
(N. S. E. or W. shore of lake or river)
4. The proposed establishment will be situate in the city or town of.....  
and township of.....in the County or District of.....
5. It is planned that construction will begin on.....  
(date)
6. Number of units planned.....
7. Details of the plans are herewith attached.....
8. Permit authority: Municipal permit No.....  
Dept. of Highways Permit No.....  
Dept. of Lands and Forests authority.....

REMARKS:

It is fully understood that a permit to establish a tourist establishment, or erect additional accommodation, does not authorize the operation of the establishment and that the construction of all buildings must conform to the regulations and any municipal by-laws and Provincial and Dominion laws that are applicable thereto. Also, the issue of a permit may be subject to the restrictions of the Land Use zoning policy administered by the Department of Lands and Forests where applicable.

Signature of Owner or Lessee.....

(Winter) Postal Address.....

(Summer) Postal Address.....

(Winter) Phone No.....(Summer) Phone No.....

Date of application.....

\*NOTE: For the purposes of this application and the zoning program of the Department of Lands and Forests, Northern Ontario is that portion of the Province lying north of the original right of way of the Pembroke to Parry Sound railway.

O. Reg. 331/66, Form 2.

Form 3

*The Department of Tourism and Information Act*

APPLICATION FOR A TOURIST ESTABLISHMENT LICENCE

The undersigned applies for a licence for a tourist establishment and in support of this application makes the following statements:

1. Type of establishment.....
2. The establishment is known as.....  
and its postal address is.....



3. The owner of the establishment is.....  
(name)  
whose postal address is.....
4. The resident manager (or other person) in charges of the establishment is (or will be).....  
(name)
5. The establishment is situate in the  
(a) (i) city or town of..... or  
(ii) township of..... and  
(b) County (or District) of.....
6. The establishment was last licensed under the name of.....  
(supply the name if different from present name)
7. Between 1st day of April of this year and 31st day of March of next year, the establishment will be operated,  
(a) continuously, or.....  
(b) from.....to.....

(Strike out (a) or (b) whichever does not apply)

Herewith remittance of \$.....for the fee.

(Ontario Resident—\$20. Non-resident—\$60)

8. The owner of the establishment has been resident in Ontario for the following periods in the last year:  
.....  
(where the owner is a partnership, list periods for each partner)  
and the application is made as a .....of Ontario.  
(resident or non-resident)

9. The rate schedule attached to this application indicates the rates charged at this establishment and is provided for registration under section 43 of the regulations. If no rate schedule is attached the applicant shall provide the following information:

European Plan	Daily	Weekly	American Plan	Daily	Weekly
Highest single rate.....	.....	.....	Highest single rate.....	.....	.....
Highest double rate.....	.....	.....	Highest double rate.....	.....	.....
Highest triple rate.....	.....	.....	Highest triple rate.....	.....	.....
The highest rate for four persons.....	.....	.....	The highest rate for four persons.....	.....	.....
Highest unit rate.....	.....	.....	Highest unit rate.....	.....	.....
Other (specify).....	.....	.....	Other (specify).....	.....	.....

NOTE: Additional person rate to be specified under "OTHER".

It is fully understood that a permit to construct additional accommodation must be secured from the Department of Tourism and Information and that the operation of the establishment shall conform to the regulations and municipal by-laws, and Provincial and Dominion laws, that apply to it; and that if there is

any breach of any of those regulations, by-laws, the licence may be suspended or cancelled, and the operation of the establishment will thereupon cease.

Dated this.....day of....., 19..... Telephone No.....

Winter Address:.....

Signature of Owner or Lessee.....

Cheque or money order made payable to the Treasurer of Ontario

O. Reg. 331/66, Form 3.

Form 4

*The Department of Tourism and Information Act*

TOURIST ESTABLISHMENT LICENCE

Type of Establishment.....

Under *The Department of Tourism and Information Act* and the regulations and subject to the limitations thereof, upon the application of.....  
the tourist establishment known as.....  
at.....  
.....  
in the municipality or district of.....  
in the County or District of..... is licensed.

This licence expires with the 31st day of March, 19.....

.....

Minister of Tourism and Information

.....  
(licence issuer)

.....  
(postal address)

Date.....

THIS LICENCE MUST BE KEPT POSTED CONSPICUOUSLY NEAR THE REGISTER

O. Reg. 331/66, Form 4.

Form 5

*The Department of Tourism and Information Act*

APPLICATION FOR TRANSFER OF LICENCE

TO:

The Minister of Tourism and Information,  
Parliament Buildings,  
Toronto, Ontario.

1. Attached are,

(a) Tourist Establishment Licence No.....for the year..... which was issued to

.....  
(name on the licence)

(b) \$5 fee for the transfer.

2. The undersigned is now owner of the tourist establishment therein described, by reason of,

(a) purchase,

(b) devolution,

(strike out any reason a, b, c or d, NOT applicable)

(c) lease,

(d) gift,

from the former owner.

3. The undersigned applies for transfer of the licence to ..... as new owner or lessee.

Dated at ..... this ..... day of ..... , 19.....

.....  
(signature of new owner or lessee)

Extract from regulations under *The Department of Tourism and Information Act*

#### TRANSFER OF LICENCES

4.—(1) Where a licensed tourist establishment is sold, or legal ownership thereof passes by any lawful mode, the purchaser or other person to whom the legal ownership has passed may obtain transfer of the licence upon,

(a) filing application therefor in Form 5;

(b) paying a fee of \$5; and

(c) surrendering the existing licence.

(2) The previous owner shall provide the new owner with,

(a) the register; and

(b) all records required to be maintained under this Regulation,

as contain entries and relevant information for at least one year before the change of ownership.

(3) The new owner shall maintain those entries and records until,

(a) the expiration of the period of time required by this Regulation; or

(b) he delivers them to a subsequent new owner,

whichever event occurs first.

O. Reg. 331/66, Form 5.

#### Form 6

*The Department of Tourism and Information Act*

#### APPLICATION FOR A GRANT FOR AN APPROVED REGIONAL TOURIST ORGANIZATION

ON BEHALF OF: .....  
(name of Regional Tourist Organization or Council)



the under signed apply for a grant under .....in the amount of \$.....

In support of the application, the following is presented:

- 1. On separate sheets, in triplicate,
  - (a) the audited financial statement for the Regional Council for the preceding year;
  - (b) a report setting out the activities and accomplishments of the Organization in the preceding year; and
  - (c) a report setting out the proposed activities and plans of the Organization for the year for which the grant is applied, together with an estimate of the costs of those activities and plans.

2. Details of Receipts and Disbursements for the period

From..... To.....

Surplus from Previous Year.....

Receipts:

Fees and Assessments.....	.....
Contributions and Donations.....	.....
Other Receipts.....	.....
	<hr/>
Government Grant.....	.....
	<hr/>

Disbursements:

Natural Attractions:

Capital costs.....	.....
Maintenance (repairs, light, etc.).....	.....
Salaries (seasonal staff).....	.....

Advertising:

Including Newspapers, Periodicals, Billboards, Radio and T.V.....	.....
---	-------

Promotion Materials:

Brochures, Maps, Pamphlets, Souvenirs, etc., including postage and express.....	.....
---	-------

Information Bureau:

Construction costs.....	.....
Maintenance, furnishings, light, heat, water, taxes, insurance, telephone.....	.....
Salaries (seasonal staff).....	.....

Sportsmen's Shows:

Rental, equipment, transportation, display material, etc.....	.....
---	-------

Administrative Expenses:

Salaries and Remuneration of Administrative Staff.....	.....
Office expense.....	.....

Unclassified Items:

Give details.....	.....
-------------------	-------

Surplus as of.....

Dated at.....this.....day of....., 19...

.....  
President

.....  
Vice-President

.....  
Secretary

.....  
Treasurer

This application must be submitted in triplicate to the District Representative of the Department of Tourism and Information in your region.

O. Reg. 331/66, Form 6.

## REGULATION 220

### under The Department of Tourism and Information Act

#### GRANTS FOR MUSEUMS

##### INTERPRETATION

#### 1.—(1) In this Regulation,

- (a) “cost of the museum” means the cost of,
  - (i) maintaining the museum buildings, premises and equipment,
  - (ii) museum office expenses,
  - (iii) travelling expenses of curators on museum business,
  - (iv) the provision of museum services to schools or other educational agencies,
  - (v) museum advertising and publicity, and
  - (vi) purchase or conservation of collections;
- (b) “council of a band” has the same meaning as in the *Indian Act* (Canada);
- (c) “curator” means the person who is responsible for the custody, maintenance and content of the historical objects in a museum and who has charge of the administration thereof.

(2) For the purposes of this Regulation that part of one or more museums that is appropriate for the administration of one curator shall be deemed to be one museum. O. Reg. 81/69, s. 1.

##### MUSEUM GRANTS

#### 2.—(1) Where a municipal corporation, a conservation authority or the council of a band,

- (a) owns and maintains a museum that is open to the public for at least 360 hours in a year and at least sixty days in that year;
- (b) appropriates funds to pay all or part of the cost of the museum; and
- (c) does not receive money for the operation of the museum from any other provincial agency,

the municipal corporation, the conservation authority or the council of a band, as the case may be, shall be paid a grant for each such museum of,

(d) the lesser of,

- (i) \$600, or
  - (ii) the amount expended by the municipal corporation, the conservation authority, or the council of a band, as the case may be, for the cost of the museum less the amount of the grant received in respect of the preceding year under this Regulation or any predecessor thereof; and
- (e)  $33\frac{1}{3}$  per cent of the annual salary of each curator and assistant curator of the museum, but not exceeding a total of \$400 for each museum.

(2) In addition to the grant payable under subsection 1, where a municipal corporation, a conservation authority or the council of a band establishes a museum that it owns and maintains and the museum is first opened to the public after this Regulation comes into force, the municipal corporation, the conservation authority, or the council of a band, as the case may be, shall be paid a grant of,

- (a) the amount expended by the municipal corporation, the conservation authority, or the council of a band, for the purposes of establishing the museum in each of the two years previous to the opening, but not exceeding \$600 in each year; and
- (b)  $33\frac{1}{3}$  per cent of the salary of each curator and assistant curator of the museum, in each of the two years previous to the opening but not exceeding a total of \$400 for the museum in each year. O. Reg. 81/69, s. 2.

3. Where two or more municipal corporations, two or more conservation authorities or two or more councils of bands are eligible for grants under this Regulation for a museum that they own and maintain jointly, the municipal corporations, the conservation authorities or the councils of the bands, as the case may be, shall designate by agreement one of them to whom all the grants payable under this Regulation for the museum may be paid. O. Reg. 81/69, s. 3.

4. Where in any year the amount appropriated by the Legislature for the grants under this Regulation is insufficient to pay the grant in full, the Minister may make a *pro rata* reduction. O. Reg. 81/69, s. 4, *amended*.

5. No application for an annual or retroactive grant shall be accepted after the 30th day of June in the year in which the grant is payable. O. Reg. 81/69, s. 5.



## REGULATION 221

### under The Department of Tourism and Information Act

#### HISTORICAL PARKS

1. The lands described in the schedules are set apart as historical parks. O. Reg. 242/66, s. 1.

#### Schedule 1

#### SAINTE-MARIE AMONG THE HURONS HISTORICAL PARK

In the Township of Tay in the County of Simcoe and in the Town of Midland in the said County and more particularly described as follows:

PREMISING that the bearings herein mentioned in paragraphs 1, 2 and 3 are astronomic and are referred to the meridian passing through the northeasterly corner of Lot 16, Concession III in the Township of Tay at longitude 79 degrees 50 minutes 10 seconds west and are derived from north 31 degrees 48 minutes 15 seconds west of the easterly limit of Lot 16, Concession III in the said Township, in accordance with Municipal Survey No. 861, of record in the Department of Lands and Forests;

1. Part of the east halves of lots 17, 18 and 19 in Concession III, containing an area of 29.19 acres, more or less, and being in the said Town of Midland;

Beginning where a survey post has been planted in the westerly limit of the said east half of Lot 17, Concession III, distant 61.12 feet measured north 31 degrees 07 minutes 50 seconds west along the westerly limit of the said east half of Lot 17, from the southwesterly corner thereof; thence north 31 degrees 07 minutes 50 seconds west along the said westerly limit 114.90 feet to a survey post planted; thence north 31 degrees 13 minutes west continuing along the said westerly limit 1,845.91 feet to a survey post planted at the southwest corner of the east half of Lot 18, Concession III; thence north 31 degrees 17 minutes 30 seconds west along the westerly limit of the said east half of Lot 18, 207.98 feet to a survey post planted; thence north 31 degrees 40 minutes 30 seconds west continuing along the said westerly limit of the east half of Lot 18, 1,807.68 feet to a survey post planted at the southwest corner of the east half of Lot 19 in Concession III; thence north 31 degrees 29 minutes west along the westerly limit of the said east half of Lot 19, Concession III, 104 feet, more or less, to a point in the high water mark of Midland Bay of Lake Huron; thence in a general northwesterly and southeasterly direction following the said high water mark of Midland Bay and the high water mark along the westerly bank of the Wye River to a point in a line drawn on a course of north 69 degrees 31 minutes east from the place of beginning; thence south 69 degrees 31 minutes west 133 feet more or less to the place of beginning.

2. Part of the east and west halves of Lot 16, Concession III and part of the road allowance between the East and West halves of lots 15 and 16, Concession III in the Township of Tay, containing 46 acres, more or less, and more particularly described as follows:

Beginning at the northeasterly corner of the west half of Lot 15, Concession III, thence south 31 degrees 45 minutes east 259.18 feet to a survey post planted at the intersection of the southerly limit of the road allowance between the east halves of lots 15 and 16 in Concession III with the westerly limit of the east half of Lot 15, Concession III; thence north 59 degrees 29 minutes 30 seconds east along the said southerly limit of the road allowance 1,149.22 feet to a survey post planted in the southwesterly limit of the right of way of the Canadian National Railways; thence northwesterly on a curve to the left of radius 1,860.08 feet an arc distance of 68.79 feet, the chord equivalent being 68.79 feet measured north 47 degrees 10 minutes 22 seconds west; thence continuing northwesterly on said curve of radius 1,860.08 feet an arc distance of 778.64 feet, the chord equivalent being 772.97 feet measured north 60 degrees 13 minutes 28 seconds west to a survey post planted at the end of curve; thence north 72 degrees 13 minutes west 89.38 feet to a survey post planted; thence north 17 degrees 47 minutes east 23.0 feet to a survey post planted; thence north 72 degrees 13 minutes west 1,118.46 feet to a survey post planted and which said survey post is hereinafter designated as Point K; thence continuing north 72 degrees 13 minutes west 163 feet, more or less, to a point in the centre line of the Wye River; thence in a general southerly direction following the said centre line of river to a point distant 171.33 feet measured north 72 degrees 13 minutes west from a point distant 396.06 feet measured on a course of south 18 degrees 49 minutes west from the hereinbefore mentioned Point K; thence south 72 degrees 13 minutes east 127 feet, more or less, to a point in the high water mark along the easterly bank of the Wye River; thence in a general southerly direction following the said high water mark to its intersection with the southerly limit of the road allowance between the west halves of lots 15 and 16, Concession III; thence north 58 degrees 47 minutes 30 seconds east along the said southerly limit 978.0 feet, more or less to the place of beginning, together with all the lands and premises in Concession III, Township of Tay, bounded by the centre line of the Wye River, the southerly limit of the road allowance between lots 15 and 16 in the said concession, the projection westerly of the most northerly limit of the above described parcel and the high water mark along the easterly bank of the Wye River.



3. Part of the east half of Lot 16, Concession III in the Township of Tay, containing 2.24 acres, more or less, and more particularly described as follows:

Beginning where a survey post has been planted in the northerly limit of the right of way of the Canadian National Railways distant 166.16 feet measured north 18 degrees 49 minutes east from a point distant 435.34 feet measured on a course of south 31 degrees 40 minutes 30 seconds east from the northwest corner of the east half of Lot 16, Concession III and which said corner is witnessed by a survey post planted distant 61.12 feet measured north 31 degrees 07 minutes 50 seconds west therefrom; thence south 52 degrees 39 minutes east 141.0 feet to a survey post planted; thence south 72 degrees 13 minutes east 354.9 feet to a survey post planted; thence north 5 degrees 59 minutes east 252.43 feet to a survey post planted; thence north 83 degrees 27 minutes west 303.01 feet to a survey post planted; thence north 1 degree 27 minutes east 15.0 feet to a survey post planted; thence north 88 degrees 33 minutes west 201.56 feet to a point in the high water mark along the easterly bank of the Wye River; thence in a general southerly direction following the said high water mark to a point in a line drawn on a course of north 52 degrees 39 minutes west from the place of beginning; thence south 52 degrees 39 minutes east 45 feet, more or less, to the point of beginning.

4. Part of the east half of Lot 16, Concession III in the Township of Tay in the County of Simcoe and more particularly described as follows:

Premising that the bearings herein are astronomic derived from the south limit of that part of the King's Highway known as No. 12 having a bearing of 84 degrees 2 minutes west as shown on Plan No. 16364 (Tay) (P-1920-2) and referred to the meridian through the southeast corner of Lot 16, Concession IV, Township of Tay and relating all bearings herein thereto.

Beginning at a point in the south limit of that part of the King's Highway known as No. 12, which point may be located as follows:

Beginning at the southeast corner of the said Lot 16, Concession III; thence south 75 degrees 21 minutes 21 seconds west 603.96 feet; thence on a curve to the right having a radius of 998.37 feet an arc distance of 262.91 feet, the chord equivalent being 262.15 feet on a bearing north 71 degrees 59 minutes 39 seconds west; thence north 64 degrees 27 minutes west 252.92 feet; thence north 73 degrees 3 minutes west 474.37 feet to the place of beginning; thence north 84 degrees 2 minutes west along the south limit of that part of the King's Highway known as No. 12, 210.61 feet; thence south 5 degrees 58 minutes west 30 feet; thence south 81 degrees 53 minutes 30 seconds east 355.26 feet; thence south 23 degrees west 85 feet; thence north 89 degrees 40 minutes 30 seconds west 649.30 feet; thence south 17 degrees 44 minutes west 192.09 feet to the northerly limit of the right of way of the

Canadian National Railways; thence south 72 degrees 15 minutes east along that northerly limit 100 feet; thence north 17 degrees 44 minutes east 97.71 feet; thence south 89 degrees 40 minutes 30 seconds east 701.73 feet; thence north 16 degrees 57 minutes east 180.28 feet to the southerly limit of that part of the King's Highway known as No. 12; thence north 73 degrees 3 minutes west 290 feet, more or less, to the place of beginning. O. Reg. 242/66, Sched. 1.

### Schedule 2

#### THE PENETANGUISHENE MILITARY AND NAVAL ESTABLISHMENT HISTORICAL PARK

1. In the Township of Tay in the County of Simcoe being composed of part of lots 122, 123 and 124 in Concession I, E. P. R., part of Lot 124 in Concession II, E. P. R., and part of the road allowance between concessions I and II, E. P. R. and, premising that all bearings are astronomic; more particularly described as follows:

Beginning at a point in the interior of Lot 122 in Concession I, E. P. R. which said point may be located as follows:

Beginning at a point in the northerly limit of Navy Street distant 37.43 feet on a bearing of north 1 degree 54 minutes west from the northwesterly angle of Lot 95 according to a plan registered in the registry office for the County of Simcoe as No. 70, Town of Penetanguishene; thence continuing north 1 degree 54 minutes west 125.43 feet to a standard iron bar planted at a point of curve; thence on a curve to the left, having a radius of 853 feet, an arc measurement of 240.19 feet to a standard iron bar planted at a point of tangent; thence north 18 degrees 2 minutes west 234.29 feet to a standard iron bar planted; thence continuing north 18 degrees 2 minutes west 406.35 feet to an iron bar planted; thence continuing north 18 degrees 2 minutes west 406.35 feet to an iron bar planted; thence continuing north 18 degrees 2 minutes west 82.96 feet to a point where a standard iron bar is planted; which point is the place of beginning; thence north 18 degrees 2 minutes west a distance of 500 feet to a standard iron bar planted at a point of curve; thence on a curve to the left, having a radius of 768 feet and an arc distance of 93.64 feet to a standard iron bar planted at a point of tangent; thence north 25 degrees 2 minutes west 285.60 feet to a standard iron bar planted; thence north 18 degrees 32 minutes west 110.32 feet to a standard iron bar planted; thence north 14 degrees 50 minutes west 1067.61 feet, to a standard iron bar planted; thence north 23 degrees 47 minutes east 208.42 feet to a standard iron bar planted; thence south 66 degrees 23 minutes east 99.43 feet to a standard iron bar planted; thence north 50 degrees 55 minutes east 830.04 feet to a standard iron bar planted; thence north 34 degrees 46 minutes thirty seconds west 160.58 feet to a standard iron bar planted; thence north 49 degrees 57 minutes 30 seconds east 229.03 feet to a standard iron bar planted; thence north 29 degrees 31 minutes west 275.80 feet,



more or less, to a standard iron bar planted at a point in the high water mark of Penetanguishene Bay; thence in a general northwesterly direction following that high water mark to and around a point of land; thence continuing along that high water mark and in a general southwesterly direction 4090 feet, more or less, to a point in that high water mark that is distant 130 feet, more or less, from the place of beginning, measured on a bearing of south 71 degrees 58 minutes west; thence north 71 degrees 58 minutes east 130 feet, more or less, to the place of beginning.

2. That part of Magazine Island in Penetanguishene Harbour lying above the high water mark thereof. O. Reg. 242/66, Sched. 2.

### Schedule 3

#### NANCY ISLAND HISTORICAL PARK

1. In the Village of Wasaga Beach, formerly in the Township of Sunnidale, in the County of Simcoe, being composed of the whole of lots 20, 21, 22 and 23 as shown on a plan registered in the registry office for the registry division of the County of Simcoe as No. 525 and designated as Part 3 on Department of Public Works (Ontario) Plan of Survey No. 416-15L.

2. In the Township of Sunnidale, now in the Village of Wasaga Beach, in the County of Simcoe and being composed of parts of Fourth and Fifth Streets according to a plan registered in the registry office for the registry division of the County of Simcoe as No. 525, the boundaries of the said parts being more particularly described as follows:

Premising that the bearings are astronomical and are referred to the meridian through the northeasterly corner of Lot 9 in Concession 16 in the Township of Sunnidale and were derived from the tangent north 9 degrees, 26 minutes west in the easterly limit of Registered Plan 525 in accordance with Registered Plan 1458 and relating all bearings herein thereto;

Firstly: Part of Fourth Street according to the said Registered Plan 525 and more particularly described as follows:

Beginning at the most northerly corner of Lot 19 according to the said Registered Plan 525; thence north 18 degrees, 5 minutes east 68.89 feet to the

most westerly corner of Lot 20 according to the said Registered Plan 525; thence south 55 degrees, 10 minutes, 30 seconds east along the southwesterly limit of the said Lot 20, 183.19 feet, more or less, to the high water mark of the Nottawasaga River; thence in a general southwesterly direction and following that high water mark to its intersection with the northeasterly limit of the said Lot 19; thence north 55 degrees, 10 minutes, 30 seconds west along that northeasterly limit, 167.11 feet, more or less, to the place of beginning, and designated as Part 1 on Department of Public Works (Ontario) Plan of Survey No. 416-15L.

Secondly: Part of Fifth Street according to the said Registered Plan 525 and more particularly described as follows:

Beginning at the most northerly corner of Lot 23 according to the said Registered Plan 525; thence north 17 degrees, 20 minutes east 69.30 feet to the most westerly corner of Lot 24, according to the said Registered Plan 525; thence south 54 degrees, 56 minutes east along the southwesterly limit of the said Lot 24 and continuing along the southwesterly limit of Lot 1 according to a plan registered in the said registry office as No. 1458, 157.89 feet, more or less, to the high water mark of the Nottawasaga River; thence in a general southwesterly direction and following that high water mark to its intersection with the northeasterly limit of the said Lot 23; thence north 54 degrees, 56 minutes west along that northeasterly limit, 147.59 feet, more or less, to the place of beginning, and designated as Part 2 on Department of Public Works (Ontario) Plan of Survey No. 416-15L.

3. All those parcels or tracts of land in the Nottawasaga River in the Township of Sunnidale, now in the Village of Wasaga Beach, in the County of Simcoe, being composed of those parts of the said township known as Nancy Island and Tower Island, lying opposite 2nd, 3rd, 4th and 5th Streets and lots 10 to 23, both inclusive, according to a plan registered in the registry office for the registry division of the County of Simcoe as No. 525 and Lot 1 according to a plan registered in the said registry office as No. 1458, and designated as Parts 1 and 2 on a plan and field notes of survey dated September 7, 1967, signed by A. de Graaf, Ontario Land Surveyor, of record in the Department of Lands and Forests as Location D.P.W. 5 and of record in the Department of Public Works (Ontario) as No. 416-301L. O. Reg. 410/67, s. 1.



## REGULATION 222

### under The Department of Tourism and Information Act

#### HISTORICAL PARKS—FEES

##### 1. In this Regulation,

- (a) "officer" means the person in charge of a park;
- (b) "park" means an area set aside under the regulations as a historical park;
- (c) "vehicle" means a vehicle, other than a bus, as defined in *The Highway Traffic Act* and includes a trailer. O. Reg. 243/66, s. 1.

##### 2. The fee for each entry into the park known as The Penetanguishene Military and Naval Establishment Historical Park is,

- (a) for each person over twelve years of age, 50 cents;
- (b) for each person twelve years of age or under, 10 cents; and
- (c) for each family, consisting of two adults and one or more children twelve years of age or under, \$1. O. Reg. 243/66, s. 2 (1).

##### 3. The fee for entry into that part of Sainte-Marie among the Hurons Historical Park known as Sainte-Marie is,

- (a) for each person over twelve years of age, \$1;
- (b) for each person twelve years of age or under, 25 cents; and

- (c) for each family consisting of two adults and three or more children twelve years of age or under, \$2.50. O. Reg. 77/68, s. 3.

4.—(1) Upon payment of a fee of \$3, the person making payment shall be issued an entry permit which entitles him to enter that part of Sainte-Marie among the Hurons Historical Park known as Sainte-Marie Park from the opening date until the closing date in each year.

(2) Upon payment of a fee of \$3, the person making the payment shall be issued an entry permit which entitles him to enter Nancy Island Historical Park from the opening date until the closing date in each year.

(3) Upon payment of a fee of \$1.50, the person making the payment shall be issued an entry permit which entitles him to enter The Penetanguishene Military and Naval Establishment Historical Park from the opening date until the closing date in each year. O. Reg. 126/70, s. 1

##### 5. The fee for each entry into the park known as Nancy Island Historical Park is,

- (a) for each person over twelve years of age, \$1;
- (b) for each person twelve years of age or under, 25 cents; and
- (c) for each family consisting of two adults and three or more children twelve years of age or under, \$2.50. O. Reg. 77/68, s. 5.

## ORIGINAL ARTICLES

## THE EFFECT OF VITAMIN C ON THE URINARY EXCRETION OF URIC ACID

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Department of Medicine, University of California, Los Angeles

Los Angeles, California

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REGULATION 223

under The Deposits Regulation Act

GENERAL

1. Any proposed advertisement submitted for certification under subsection 1 of section 4 of the Act shall be submitted in duplicate and the applicant shall furnish such information as the Commission requires. O. Reg. 197/63, s. 1.

2. Upon being satisfied that the proposed advertisement complies with the provisions of the Act and the regulations, the Commission shall direct the Registrar of the Commission to issue a certificate. O. Reg. 197/63, s. 2.

3. Every person or corporation accepting or receiving deposits from members of the public shall maintain in Ontario a separate record for each depositor on a daily basis showing all the transactions completed and shall, in addition, maintain a control account on a daily basis reflecting such transactions and shall keep the supporting documents to such accounts, all in accordance with generally accepted accounting principles. O. Reg. 197/63, s. 3.

4. Every person or corporation accepting or receiving deposits from members of the public shall maintain a daily detailed record of the assets segregated as required by subsection 1 of section 5 of the Act showing the cash on hand or deposited in any bank to which the *Bank Act* (Canada) applies and showing the principal amount, the acquisition date, the maturity date and the description of every short term security held. O. Reg. 197/63, s. 4.

5.—(1) The return required to be furnished by subsection 3 of section 5 of the Act shall be in Form 1 and the person or corporation making the return shall furnish the Commission with such additional financial statements as the Commission requires.

(2) The return and additional financial statements shall speak as of the first day of the month preceding each month referred to in subsection 3 of section 5 of the Act and each shall be certified correct by an officer or auditor of the person or company making the return. O. Reg. 197/63, s. 5.

6. The fees that shall be paid to the Commission are as follows:

- 1. Upon the submission of an advertisement under subsection 1 of section 4 of the Act,

(a) for the first proposed advertisement . . . . . \$50

(b) for each additional proposed advertisement thereafter . . . . . \$ 10

2. Upon furnishing each return under subsection 3 of section 5 of the Act. . . . . 25

3. For an inspection by a duly authorized representative of the Commission under subsection 4 of section 5 of the Act, the rate per day per representative shall be \$25. O. Reg. 197/63, s. 6.

Form 1

*The Deposits Regulation Act*

Particulars of the security for deposits accepted or received by a person or corporation.

Effective Date . . . . ., 19 . . .

Aggregate amount of Deposits: \$ . . . . .

Cash held separately: \$ . . . . .

ADD: Cash Deposited and held separately:

BANK	BRANCH		
		\$ . . . . .	
		\$ . . . . .	
		\$ . . . . .	
		\$ . . . . .	
		\$ . . . . .	\$ . . . . .

Total Cash on Hand and on Deposit: \$ . . . . .

ADD: Principal amount of short term securities from Schedule A: \$ . . . . .

Aggregate of Cash and Securities: \$ . . . . .

Aggregate of Cash and Securities as a percentage of Deposits: % . . . . .

Certified correct as complying with section 5 (3) of *The Deposits Regulation Act*.

Date . . . . . Signed . . . . . Auditor



## Schedule A

Acquisition Date	Full Description of Security	Maturity Date	Cost	Market Value	Principal Amount
			\$	\$	\$
		TOTALS	\$	\$	\$

O. Reg. 197/63, Form 1.

## REGULATION 224

### under The Disabled Persons' Allowances Act

#### GENERAL

##### APPLICATION FOR AN ALLOWANCE

1.—(1) Application for an allowance shall be made in writing to the Director in Form 1.

(2) The application shall be supported by a statutory declaration of the applicant or person making the application on behalf of the applicant in the form endorsed on Form 1.

(3) The application shall be accompanied by,

- (a) a statutory declaration in Form 2 made by a reliable and disinterested person, other than the applicant, as regards residence in Canada of the applicant;
- (b) a consent to inspect assets in Form 3; and
- (c) a report of a legally qualified medical practitioner in Form 4. R.R.O. 1960, Reg. 114, s. 1.

##### POWERS AND DUTIES OF INVESTIGATORS

2. An investigator shall, at the request of the Director, investigate and report in writing to the Director upon,

- (a) the persons and their circumstances in relation to the conditions specified in any agreement made under section 13 of the Act; and
- (b) any matter in respect of allowances. R.R.O. 1960, Reg. 114, s. 2.

##### DUTIES OF LOCAL AUTHORITIES

3. A local authority shall without charge to the applicant,

- (a) obtain the necessary information for and complete Form 1;
- (b) obtain each form required under subsection 3 of section 1; and

- (c) attend upon the execution of the forms and send the executed forms to the Director. R.R.O. 1960, Reg. 114, s. 3.

##### ADVISORY BOARD

4.—(1) An advisory board consisting of three persons, of whom at least one shall be a legally qualified medical practitioner is continued. R.R.O. 1960, Reg. 114, s. 4 (1), *amended*.

(2) The chairman of the advisory board shall be a legally qualified medical practitioner. R.R.O. 1960, Reg. 114, s. 4 (2).

5.—(1) The advisory board shall assist the Director in determining the eligibility of applicants by,

- (a) reviewing medical evidence submitted in support of the application;
  - (b) obtaining any additional necessary evidence; and
  - (c) furnishing to the Director a report on the evidence with a specific finding as to whether or not the applicant is totally and permanently disabled as prescribed by the regulations under the *Disabled Persons Act* (Canada).
- (2) At least once a year and at such other times as requested by the Director, the advisory board shall,
- (a) review each case where an allowance is being paid; and
  - (b) advise the Director of any change in the recipient's disability. R.R.O. 1960, Reg. 114, s. 5.

##### MEDICAL AND DENTAL SERVICES

6. A recipient, other than a recipient who is an Indian and eligible for medical services under the *Indian Act* (Canada), is entitled without cost to receive medical services provided under any agreement in writing in force from time to time between the Crown in right of Ontario and the Ontario Medical Association. R.R.O. 1960, Reg. 114, s. 6.





4. FAMILY

—especially parents, and all living sons and daughters

Relationship	Full Name	Address	Living	Deceased
MOTHER	Maiden Name			
FATHER				
			Age	Contributions
				Yes No

5. RESIDENCE

Province or Country	Municipality	Postal Address	Dates	
			From	To
Address in August, 1940:				

If born outside Canada, state date of arrival in Canada :

6. REAL PROPERTY

A. Property and	A.	O.	R.	Assessed	MORTGAGES			TAXES			Fire Insurance	
Location:	S.	LL.	V. O.	Value	Full Amount	Principal Payment	Interest	Year	Arrears	Paid By	Yearly	Paid By
				\$	\$	\$	%	\$	\$		\$	
1.												
2.												
3.												

Give details of mortgages below :

.....

.....

B. Transfer of property

1. Have any properties—real or personal—been transferred within 5 years, by gift, sale, quitclaim or foreclosure?   Applicant   Yes ☐   No ☐   Spouse   Yes ☐   No ☐
2. Is maintenance of any kind being received as a result of any such transfer?   Yes ☐   No ☐

7. LIVING CONDITIONS AND EXPENSES

A. Where maintaining own quarters, describe, give number of rooms and complete expenses.

Type				Rooms		
Monthly living expenses						
Cost of	Monthly Amount	Paid by	Cost of	Monthly Amount	Paid By	
Rent or Taxes —on occupied property			Coal Oil			
Mortgage Interest—on occupied property			Fuel			
Fire Insurance —on occupied property			Telephone			
Water			Other			
Electricity						
Gas						

B.	Applicant		Spouse		Monthly Amount		
	Yes	No	Yes	No	App. \$	Sp. \$	
i. Boarding?							With whom, and relationship?
ii. Is board free?							If yes, reason:
iii. If allowance granted, will board be paid?					App. \$	Sp. \$	If no, why?
iv. If no fixed board paid, any other contribution?					App. \$	Sp. \$	If yes, in what way?
C.							
In Hospital, Nursing Home or other Institution?	Yes	No	Yes	No	App. \$	Sp. \$	Paid by, relationship and from what date?

Name of Institution:

Type:

Details

Full Amount charged to patient \$

8. EMPLOYMENT

A. Work	Applicant	Spouse
i. Working? If yes, state rate	Yes <input type="checkbox"/> No <input type="checkbox"/> \$	Yes <input type="checkbox"/> No <input type="checkbox"/> \$
ii. Total earnings last 12 months. State if full, part-time or seasonal	\$	\$
iii. If working at odd jobs, is there more than one employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
iv. Will earnings (ii) continue at same rate? If no, estimate.	Yes <input type="checkbox"/> No <input type="checkbox"/> \$	Yes <input type="checkbox"/> No <input type="checkbox"/> \$
v. If estimate shows an increase or decrease, state reason.		
vi. If applicant or spouse NOT working, state reason and date work ceased.		
vii. If work became available would applicant or spouse accept it?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
B. Unemployment Insurance	Applicant	Spouse
Has applicant or spouse ever contributed to unemployment insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, show Unemployment Insurance Number	No.	No.

9. PUBLIC ASSISTANCE

List assistance currently received or previously applied for, including Old Age Assistance, Blind Persons' Allowance, Disabled Persons' Allowance:

Check for each item below:	Type	A. or S.	Date began or applied for	Amount
Unemployment Relief Yes <input type="checkbox"/> No <input type="checkbox"/>				\$
O.A.A., O.A.S., B.P.A.,				
D.P.A., Rehab., M.A.,				
Family Allowances,				
Workmen's Compensation,				
Indian Relief, Post San Care,				
U.S. Social Security				



## 10. MILITARY SERVICE AND ALLOWANCES

	Applicant		Spouse	
i. Service in the armed forces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ii. If yes, give service number Also—was such service in a theatre of war?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iii. Does applicant or spouse receive,				
(a) a pension under the <i>Pension Act</i> (Canada)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(b) an allowance under the <i>War Veterans' Allowance Act</i> (Canada)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iv. Does applicant or spouse expect any pension under either of these Acts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
v. Does applicant or spouse receive any assigned service pay?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 11. OTHER INCOME

A. Roomers, Boarders, Rentals	Name	A.S.	Amount	Weekly	Monthly

B. Check for each item below	Type and Details	A.S.	Amount	Weekly	Monthly
Annuities, Superannuation,					
Contributions, Sick Benefits,					
Maintenance Agreement,					
Business Profits, Farm Revenue,					
et cetera					

C. The means of subsistence of the applicant and spouse is:

D. Is any future income expected from any source? Yes ☐ No ☐

## 12. ESTATE OF DECEASED SPOUSE

i. Was there any estate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ii. Was there a Will?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iii. Was probate or letters of administration applied for?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iv. Name and address of executor or administrator, or reason none appointed:		
v. Attach copy of surrogate court record, executor's statement or explain:		

13. ASSETS

Check for each item shown and give full description of any held by applicant or spouse

Type	Yes	No	Description	A.S.	Value
1. Cash on hand					
2. Bank Accounts					
3. Postal Savings					
4. Credit Union					
5. Safety Deposit Box					
6. Bonds, Stocks, Shares					
7. Securities					
8. Mortgage Receivable					
9. Loans, Notes					
10. Accounts Collectable					
11. Money in Trust					
12. Money held for Children					
13. Automobile or Truck					
14. Interest in Business					
15. Other					
16. Other					

Are any future assets (such as unadjusted claims, insurance, an inheritance or lawsuit pending) expected?  
Yes ☐ No ☐

INSURANCE

Policy No.	A.S.	Premiums paid by	Name and Address of Company	Beneficiary	Relationship	Value

14. DEBTS

Name of Creditor	Details	Verified		Amount
		Yes	No	

15. DISABILITY

Date applicant first considered himself to be—	A. Permanently and totally disabled? B. Blind?
A. Nature of disability. Applicant's occupation prior to becoming disabled, if any?	
B. Cause of blindness or impaired vision.	
C. Is spouse sighted <input type="checkbox"/> or blind <input type="checkbox"/>	

16. TRUSTEE

Is applicant capable of handling the allowance?    Yes ☐    No ☐

ADDITIONAL EXPLANATIONS REGARDING ITEMS 1 TO 16:

STATUTORY DECLARATION SUPPORTING APPLICATION  
FOR ASSISTANCE OR AN ALLOWANCE

CANADA  
PROVINCE OF ONTARIO  
TO WIT:

IN THE MATTER OF *The Disabled Persons' Allowances Act*

I, ....., solemnly declare:

1. I am the applicant named in the foregoing application for assistance or an allowance (or the person making application on behalf of the applicant).
2. All the statements in the foregoing application are true to the best of my knowledge and belief and no information required to be given has been concealed or omitted.
3. And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the.....of.....,  
this.....day of....., 19....

.....  
A Commissioner, etc.

.....  
(signature)

The following forms, documents and certificates are attached:

FIELD WORKER'S VERIFICATION

I certify that I have verified, to the best of my ability, the following information given by the applicant in completing this application:

- |   |   |
|---|---|
| 1. Residence, as shown in item 5;       | 4. Income, as shown in items 8, 9, 10 and 11; |
| 2. Real property, as shown in item 6;   | 5. Personal property, as shown in item 13.    |
| 3. Living expenses, as shown in item 7; |   |

.....  
(date)

.....  
(field worker's signature)

.....  
(District Office No.)



Form 2

DECLARATION AS TO RESIDENCE OF APPLICANT

CANADA  
ONTARIO  
TO WIT:

IN THE MATTER OF *The Disabled Persons' Allowances Act*  
and  
IN THE MATTER OF the application of

for assistance or an allowance.

I, , of (address)  
in the Province of solemnly declare:

1. THAT I have resided in Canada for years and in since (Province)
2. THAT I am acquainted with the above-named applicant and he (she) has, to my personal knowledge, resided at the places listed for the periods of time as follows:

Province or Country	Municipality	Postal Address	Dates	
			From D. M. Y.	To D. M. Y.

3. THAT I a relative of the applicant, and I am a disinterested person.  
(am or am not)  
If a relative, state relationship.
4. THAT for the following reasons I know the above-mentioned applicant has resided in the places and for the periods listed above:

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the  
of this  
day of , 19

A Commissioner, etc.

(signature).  
R.R.O. 1960, Reg. 114, Form 2.

Form 3

*The Disabled Persons' Allowances Act*

CONSENT TO INSPECT ASSETS

I, ....., an applicant for an allowance under *The Disabled Persons' Allowances Act*, and I, ....., spouse of the above  
(complete only where applicable)

applicant, consent that:

- 1. Any person authorized under the Act inspect and have access to any account held by me alone or jointly, in any bank, trust company or other financial institution or to any assets held in trust for me by any person, or any records relating to any of them.
- 2. Any person authorized under the Act secure information in respect of any life or accident insurance policy on my late spouse,.....  
(complete only where applicable)

Dated at....., this.....day of....., 19.....  
.....  
(signature of applicant)

.....  
(witness)

.....  
(address)

Dated at....., this.....day of....., 19.....  
.....  
(signature of spouse where applicable)

.....  
(witness)

.....  
(address, if different)

R.R.O. 1960, Reg. 114, Form 3.

Form 4

*The Disabled Persons' Allowances Act*

MEDICAL REPORT

Name of person examined.....  
(surname—please print) (given names)

Address.....

- 1. SEX: Male ☐ 2. AGE: (a) Appears to be.....years.  
Female ☐ (b) States date of birth was.....  
(day) (month) (year)

3. COMPLAINTS, AND HISTORY OF PRESENT DISABILITY:.....  
.....  
.....

4. GENERAL OBSERVATIONS:  

(i) Appearance:.....

(v) Posture:.....

(ii) Development:.....

(vi) Gait:.....

(iii) Nutrition:.....

(vii) Distress:.....

(iv) Mental alertness:.....

(viii) Other:.....

5. PHYSICAL EXAMINATION:  

(i) Height:.....

(iv) Respirations:.....

(ii) Weight:.....

(v) Blood pressure:.....

(iii) Pulse:.....

(vi) Other findings:.....

6. In Cardiovascular Disabilities, State:  

(a) General findings (such as, condition of peripheral arteries, location of apex beat, heart sounds, rhythm, time and location of any murmurs, and attach electrocardiogram, if available):  
.....  
.....

(b) Signs of myocardial failure (such as, dependent oedema, rales at lung bases, enlarged liver):  
.....

(c) Exercise tolerance:.....

(d) Urinalysis:.....

7. DISABILITIES: (a) Nature of major disability:.....  
(b) Extent of major disability:.....  
.....

8. LIMITATIONS IN FUNCTION IMPOSED BY THE DISABILITY:  
.....  
.....

9. DIAGNOSIS (*attach x-ray or laboratory findings, if available*):.....  
.....

10. PROGNOSIS:.....  
.....  
.....



11. TREATMENTS AND RECOMMENDATIONS:

(a) Present treatment:.....

.....

(b) Recommendations for further diagnostic work or treatment:.....

.....

(c) Does any known type of treatment offer any likelihood of rendering the person employable:

Yes ☐ No ☐

.....

(d) With or without treatment would you expect sufficient recovery to take place in the mental or physical condition of this person at any time in the future to render him/her employable:

Yes ☐ No ☐

.....

12. GENERAL REMARKS:

.....

.....

13. CERTIFICATE OF DOCTOR:

I, .....am a legally qualified medical practitioner and have  
(print name in capital letters)

examined the above-named person at.....on.....  
(date)

and this report contains my findings and considered opinion at that time.

.....  
(signature) ..... (address)

## REGULATION 225

### under The District Welfare Administration Boards Act

#### APPLICATION FOR GRANT UNDER SECTION 10 OF THE ACT

1. In addition to the welfare services mentioned in clause *k* of section 1 of the Act, "welfare services", for the purpose of the Act and this Regulation includes,

- (a) hospitalization of indigent persons;
- (b) services in respect of children's aid societies;
- (c) social services that are furnished for the purpose of,
  - (i) rehabilitation, including vocational assessment and counseling, the facilitation of vocational training and placement in employment,
  - (ii) counselling in respect of family or marital relationships,
  - (iii) counselling in respect of child care and training, and parent-child relationships,
  - (iv) counselling in respect of debts, financial or household management and homemaking,
  - (v) counselling in respect of nutritional needs and requirements, and
  - (vi) counselling in respect of the maintenance of adequate standards of health and personal hygiene;
- (d) such other social services that may be required by a recipient and are approved by the Deputy Minister;
- (e) administrative, secretarial and clerical services including staff training relating to the provision of any of the foregoing welfare services;
- (f) consulting, research and evaluation services with respect to the provision of any of the foregoing welfare services; and
- (g) such other services as are approved by the Deputy Minister. O. Reg. 278/67, s. 1.

2. An application for a grant under section 10 of the Act shall be made in triplicate in Form 1. O. Reg. 168/64, s. 1.

#### PER CAPITA GRANTS UNDER SECTION 10 OF THE ACT

3.—(1) In this section,

- (a) "estimated expenditures" means the total expenditures estimated by a board and approved by the Minister to carry out the purposes of the Act during the first year of the board's operation;
- (b) "population" means the total population of all the municipalities in a district, to which the Act applies, as determined by the latest census taken under *The Assessment Act*.

(2) For the purposes of section 10 of the Act, the amount of the per capita grant shall be 50 per cent of the estimated expenditures of the board divided by the population of the district for which the board is established. O. Reg. 168/64, s. 2.

4. Payment of a grant under section 10 of the Act may be made to a board at any time during the first year in which the board is established for a district, either in one payment for the full amount or by the payment of instalments in such amounts and at such times as the Minister may direct. O. Reg. 168/64, s. 3, *amended*.

#### CHAIRMEN OF BOARDS

5.—(1) A board shall, at its first meeting after the 1st day of April in each year, appoint one of its members as chairman of the board.

(2) The member of the board who is appointed under subsection 1 shall serve as chairman until the 31st day of March following his appointment and, subject to subsection 3, may be reappointed as chairman for the next ensuing year.

(3) No member of the board shall serve for more than three consecutive terms as chairman.

(4) Where the chairman resigns or dies before his term as chairman has expired, the board shall appoint another member of the board as the chairman thereof to complete the unexpired portion of the term of the chairman who has resigned or died. O. Reg. 168/64, s. 4.

Form 1

The District Welfare Administration Boards Act

APPLICATION FOR GRANT UNDER SECTION 10 OF THE ACT

1. In accordance with section 10 of the Act, the District Welfare Administration Board for the .....  
(territorial or  
.....District of....., as established under section 3 of the Act,  
electoral)  
hereby applies for the grant computed in paragraph 4 of this Form to assist the Board to carry out the purposes  
of the Act during the first year of its establishment.

2. The estimated expenditures of the Board to carry out the purposes of the Act during the first year, as  
approved by the Minister on....., are as follows:  
(date)

Item	Estimated Expenditure for the Year
(a) Salaries:	
i. Welfare Administrator.....	\$.....
ii. Other Staff.....	\$.....
(b) Contributions to Pension Fund.....	\$.....
(c) Travelling Expenses.....	\$.....
(d) Allowances to Board members and their travelling and living expenses while attending meetings or engaged in the work of the Board.....	\$.....
(e) Maintenance:	
i. Cost of providing office space.....	\$.....
ii. Heat.....	\$.....
iii. Utilities (telephone, electricity, gas, water).....	\$.....
iv. Building maintenance—	
Supplies.....	\$.....
Extra care of premises.....	\$.....
v. Office supplies and expenses.....	\$.....
vi. Office equipment.....	\$.....
(f) Insurance.....	\$.....
(g) Other (list items and estimated expenditures for each):	
.....	\$.....
.....	\$.....
TOTAL.....	\$.....

3. In accordance with the Schedule to this Form, the total population of all the municipalities in the  
District, to which the Act applies, is:

4. COMPUTATION OF GRANT:

- (a) Estimated expenditures of Board as recorded in paragraph 2 of this Form \$.....
- (b) Total population of the municipalities in the District, as recorded in  
paragraph 3 of this Form..... \$.....
- (c) Per capita grant:

50% of \$.....

(expenditures)

:

.....

(population)

=



..... x ..... =

(population)                      (per capita grant)

Dated at....., this.....day of....., 19....

(signature of chairman of board)

1. The population of each municipality in the .....  
(territorial or electoral)

District of ..... is as follows :

(a) <u>Towns:</u>	<u>Population</u>	(c) <u>Townships:</u>	<u>Population</u>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
Sub-Total . . . . .	.....	.....	.....
		.....	.....
(b) <u>Villages:</u>		.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
Sub-Total . . . . .	.....	Sub-Total . . . . .	.....

<u>(d) Improvement Districts:</u>	<u>Population</u>
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
Sub-Total.....	.....

22. Population Summary:

(a) Towns.....	.....
(b) Villages.....	.....
(c) Townships.....	.....
(d) Improvement Districts.....	.....
TOTAL.....	=====

## REGULATION 226

### under The Dog Tax and Live Stock and Poultry Protection Act

#### DOGS AT LARGE IN UNORGANIZED AREAS

##### APPLICATION

1. This Regulation applies to all territory without municipal organization. O. Reg. 44/62, s. 1.

2. This Regulation does not apply to a dog that is,

- (a) muzzled in a manner that renders the dog incapable of biting anything; or
- (b) in the custody or control of a person who is capable of ensuring that the dog will not harm any person or create a nuisance. R.R.O. 1960, Reg. 118, s. 2.

#### DOGS NOT TO RUN AT LARGE

3. No owner of a dog shall allow the dog to run at large in any area mentioned in section 1. R.R.O. 1960, Reg. 118, s. 3.

4.—(1) Subject to subsection 6, a constable or other peace officer in an area mentioned in section 1 may,

- (a) seize and impound any dog found running at large; and
- (b) in his discretion, restore possession of the dog to the owner thereof where,
  - (i) the owner claims possession of the dog within five days after the date of the seizure, and
  - (ii) the owner pays to the constable or other peace officer all expenses incurred in securing, caring for and feeding the dog.

(2) Where, at the end of five days, possession of the dog has not been restored to the owner under subsection 1, the constable or other peace officer may sell the dog at public auction.

(3) Where a dog is sold under subsection 2, the proceeds of the sale shall be applied,

- (a) to pay to the constable or other peace officer all expenses incurred in securing, caring for and feeding the dog;
- (b) to pay all expenses of the public auction; and

(c) to pay to the Treasurer of Ontario for deposit to the credit of the Consolidated Revenue Fund any balance of the proceeds.

(4) Where the owner of a dog has not claimed the dog within five days of its seizure under subsection 1, and no bid has been received at a sale by public auction, the constable or other peace officer may kill or otherwise dispose of the dog as he sees fit at any time after the auction and no damages or compensation shall be recovered on account of its killing or other disposition.

(5) Where the proceeds of the sale of a dog are insufficient to pay the expenses under clauses *a* and *b* of subsection 3, or a dog is killed or otherwise disposed of under subsection 4, the constable or other peace officer shall submit an account showing the amounts of the expenses and the sale price of the dog, if any, to the Minister and the Minister shall direct payment of the amount of the expenses less the sale price, if any.

(6) Where, in the opinion of the constable or other peace officer, a dog seized under subsection 1 is injured or should be destroyed without delay for humane reasons or for reasons of safety to persons, the constable or other peace officer may kill the dog as soon after seizure as he thinks fit without permitting any person to reclaim the dog or without offering it by public auction and no damages or compensation shall be recovered on account of its killing. R.R.O. 1960, Reg. 118, s. 4.

5.—(1) Where a constable or other peace officer is unable to seize a dog that is running at large contrary to the provisions of this Regulation, he may kill the dog.

(2) Where a constable or other peace officer finds a dog running at large contrary to the provisions of this Regulation and he believes that before he can seize the dog it may attack a human being, he may kill the dog.

(3) Where any person finds a dog running at large contrary to the provisions of this Regulation and the dog is in the act of attacking or threatening to attack a human being, he may kill the dog.

(4) No damage or compensation shall be recovered for the killing of a dog under this section. R.R.O. 1960, Reg. 118, s. 5.



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For the hundred and eighty-first column, 1s. per line. For the hundred and eighty-second column, 1s. per line. For the hundred and eighty-third column, 1s. per line. For the hundred and eighty-fourth column, 1s. per line. For the hundred and eighty-fifth column, 1s. per line. For the hundred and eighty-sixth column, 1s. per line. For the hundred and eighty-seventh column, 1s. per line. For the hundred and eighty-eighth column, 1s. per line. For the hundred and eighty-ninth column, 1s. per line. For the hundred and ninetieth column, 1s. per line.

## REGULATION 227

### under The Drainage Act

#### RULES OF PRACTICE AND PROCEDURE TO BE FOLLOWED IN ALL PROCEEDINGS BEFORE THE REFEREE

##### 1. In these Rules,

- (a) "county court clerk" means the clerk of the county court for the county in which the initiating municipality is situate;
- (b) "office of the county court clerk" means the office of the county court for the county in which the initiating municipality is situate. O. Reg. 405/68, s. 1.

##### 2. All proceedings before the referee may be instituted by,

- (a) notice of appeal to the referee; or
- (b) originating notice in the form of a notice of motion. O. Reg. 405/68, s. 2.

##### 3.—(1) Every notice originating proceedings before the referee shall be endorsed with a notice,

- (a) requiring an appearance to be entered in the office of the county court clerk of the county in which the notice instituting the proceedings is filed; and
- (b) in the following form:

Take Notice that you are required within fifteen days after the service of this notice on you, inclusive of the day of service, to cause an appearance to be entered for you in the office of the clerk of the county court of the county of . . . . . and in default of your so doing you shall not be entitled to notice of any further proceedings herein.

##### (2) In all proceedings before the referee the following style of cause shall be used:

In the Court of the Drainage Referee

Between A.B. Appellant

and

C.D. Respondent

O. Reg. 405/68, s. 3.

4. Every notice instituting proceedings before the referee shall be filed in the office of the county court clerk. O. Reg. 405/68, s. 4.

5.—(1) Where an appellant institutes proceedings in person, the notice instituting the proceedings shall be endorsed with the place of residence and occupation of the appellant.

(2) Where the appellant resides more than five miles from the office of the county court clerk, the notice instituting the proceedings shall contain the name and address of a nominee of the appellant and the address of the nominee shall not be more than five miles from the office of the county court clerk.

(3) All documents requiring to be personally served upon the appellant may be served upon the nominee of the appellant and service of the documents on the nominee shall be deemed to be effective service upon the appellant.

(4) Where an appellant who resides more than five miles from the office of the county court clerk fails to name a nominee or give the correct address of the nominee, any document requiring to be personally served upon the appellant shall be deemed to be effectively served if it is posted up in the office of the county court clerk. O. Reg. 405/68, s. 5.

6. Where the Act or these Rules require that service of any document is to be made upon a municipal corporation, effective service of the document may be made by serving the document upon the head of the council of the municipality or upon the clerk of the municipal corporation. O. Reg. 405/68, s. 6.

7. A notice by which any proceedings under the Act is instituted shall be deemed to have been effectively served upon a party respondent if service of the notice is accepted, and an undertaking to appear is given, by a solicitor on behalf of the party respondent. O. Reg. 405/68, s. 7.

8. Where it is provided by the Act or these Rules that an affidavit of service of a copy of a document or of any notice shall be filed with the county court clerk, an acceptance of service by a solicitor may be filed in lieu of the affidavit of service. O. Reg. 405/68, s. 8.

9. Where a respondent is served with a notice of appeal or other notice originating proceedings, other than a notice of motion on an application, the respondent shall enter an appearance within fifteen days after the service, including the day of service. O. Reg. 405/68, s. 9.



10. A respondent shall enter an appearance by filing, with the clerk of the county court in whose office the notice of appeal or other notice instituting proceedings has been filed, a memorandum in writing requesting the entry of the appearance and,

- (a) stating the name and place of business of the solicitor by whom the memorandum is filed; or
- (b) where the respondent appears in person, giving his address and his address for service, being not more than five miles from the office of the county court clerk. O. Reg. 405/68, s. 10.

11. Where a memorandum of appearance does not contain the address of the respondent or the address of his solicitor or of a person nominated under subsection 2 of section 5, the memorandum of appearance shall not be filed and, where an address for service is illusory or fictitious, the appearance shall be set aside by the referee and thereafter, unless the referee otherwise orders, the appellant may proceed as if the respondent had not entered an appearance. O. Reg. 405/68, s. 11.

12. As soon as a memorandum of appearance is filed, the county court clerk shall enter the appearance in the procedure book. O. Reg. 405/68, s. 12.

13.—(1) A respondent may enter an appearance at any time before judgment and, where a respondent enters an appearance after the time limited for entering appearances, the respondent shall forthwith give notice of the appearance.

(2) Where a respondent enters an appearance after the time limited for entering appearances and omits to give notice of the appearance, the appellant may proceed as if no appearance had been entered.

(3) Where a respondent enters an appearance after the time limited for entering appearances, the terms as to costs or otherwise under which the appearance may be entered are in the discretion of the referee. O. Reg. 405/68, s. 13.

14. Where there is default of appearance, the party in default is not entitled to notice of any further proceedings other than the posting up of documents in the office of the county court clerk. O. Reg. 405/68, s. 14.

15.—(1) The appellant may, within ten days after the respondent has entered an appearance or within ten days of the time limited for entering appearances, move before the referee, after giving seven clear days notice, for an order fixing the procedure to be followed.

(2) Where the appellant fails to move for an order fixing the procedure to be followed within the time limit prescribed in subsection 1, any party to the

proceedings may apply to the referee, on seven clear days notice to the other parties to the proceedings, for an order fixing the procedure to be followed.

(3) Where an application for an order fixing the procedure to be followed has been made, the referee, unless he has reason for postponing the giving of directions as to any proceedings, shall make an order,

- (a) directing all the subsequent proceedings to be taken by all parties; and
- (b) fixing the times for the proceedings,

and the provisions of the order shall be carried out by *praecipe* orders issued by the clerk of the county court in whose office the order is filed. O. Reg. 405/68, s. 15.

16. Any party to the proceedings may, after the time for entering appearances has expired, apply to the referee for a date for the hearing. O. Reg. 405/68, s. 16.

17. A copy of the order under subsection 3 of section 15 and of any other orders or appointments made by the referee shall be forthwith served upon the other party, or parties, and filed with the county court clerk in whose office the proceedings are pending. O. Reg. 405/68, s. 17.

18. Where an application is made under the Act upon affidavit, copies of the affidavit and of notice of the application shall be served, and any party may, upon being served, apply to the referee for an order fixing the procedure in the same manner and with the same results as provided for in section 15 and, where an application for an order of procedure is not made, affidavits in answer shall be filed and served within ten days after service of the notice and affidavits in reply shall be filed and served within ten days after the service of the affidavits in answer. O. Reg. 405/68, s. 18.

19. Where, in the opinion of the referee, it is desirable for the due dispatch of business and for the public convenience to appoint fixed dates for sittings, the referee shall appoint dates for sittings in such counties as he considers advisable and he shall notify the clerk of the county court in each of the counties for which dates for sittings have been appointed and each clerk so notified shall cause notice of the dates for sittings to be posted up in his office. O. Reg. 405/68, s. 19.

20.—(1) Except as provided in subsection 2, a party is not entitled, unless the referee so directs, to examine for discovery the engineer or surveyor who prepared a report in respect of the drainage works in question.

(2) Where the proceeding is to quash a by-law passed under the Act or is an appeal from the report of an engineer or surveyor, the referee may, upon the request of an appellant, permit the examination for discovery of the engineer or surveyor who prepared the report. O. Reg. 405/68, s. 20.



21. Where sittings have been appointed as provided in section 19, any party affected may bring on for trial or hearing at the sittings any action or proceedings under the Act by giving to the other party, or parties, affected fourteen days notice and by setting the action or proceedings down for trial by *praecepe* order to the clerk of the county court not less than six clear days before the date appointed for the sittings. O. Reg. 405/68, s. 21.

22. Notwithstanding sections 2 to 21, the referee may, upon an application being made to him, appoint a special date for the trial or hearing of any action or proceedings under the Act. O. Reg. 405/68, s. 22.

23. Unless the referee otherwise directs, the party instituting the proceedings shall, at least six days before the trial, deposit with the clerk of the county court for the use of the referee a certified copy of the notice initiating the proceedings together with all orders, all defences and objections to the appeal or reference and any other documents filed relating to the issues to be tried. O. Reg. 405/68, s. 23.

24.—(1) Where a municipal corporation is a party in a trial of any proceedings under the Act, the municipal corporation shall, unless otherwise ordered by the referee, produce at the hearing all documents within its possession or control relating to the drainage works, including all reports, plans, specifications, assessments, by-laws, provisional by-laws, resolutions, correspondence and copies of notices sent to ratepayers entitled to notice.

(2) The referee may require the production of all documents, referred to in subsection 1, by any municipality whether or not the municipality is a party in any proceedings before him.

(3) Where the referee requires a copy, or copies, of the evidence taken by a stenographic reporter during a trial of proceedings under the Act, the party initiating the proceedings shall supply the copy, or copies, of the evidence and, unless the referee otherwise orders, the costs of the copy, or copies, of the evidence shall be taxed in the cause. O. Reg. 405/68, s. 24.

25. Non-compliance with these Rules shall not nullify any notice or any other proceedings unless the referee otherwise directs, but any notice or any other proceedings may be set aside by the referee either wholly or in part as irregular. O. Reg. 405/68, s. 25.

26. In any hearing before the referee where *viva voce* evidence is to be tendered and where the initiating municipality or any other municipality that has procured a report for repair or improvement of a drainage works is a party to the proceedings, the municipality shall ensure the attendance at the hearing of the engineer who made the latest report to the council of the municipality in respect of the drainage works. O. Reg. 405/68, s. 26.

27.—(1) Where,

(a) a municipality is a party; and

(b) an engineer who has reported to the municipality in respect of the drainage works is present,

the referee may, at the commencement of a hearing and before any evidence is tendered, call upon the engineer to give evidence in respect of such matters within his knowledge as the referee considers likely to be of assistance in delineating the issues in dispute, and the engineer when called upon by the referee shall be regarded as an expert witness called by the court and shall not, while giving the evidence, be eligible to be examined or cross-examined by any of the parties.

(2) Where an engineer is called upon to give evidence under subsection 1 by the referee, the engineer is eligible to be called upon at a later stage of the hearing as a witness for any party to the proceedings. O. Reg. 405/68, s. 27.

28. An application to set aside any proceedings because of irregularity shall be made within thirty days and the referee may disallow such an application where the party making the application has taken a fresh step after knowledge of the irregularity. O. Reg. 405/68, s. 28.

29. Unless the referee otherwise orders, there shall be at least seven clear days between the service of a notice of a motion and the day for a hearing. O. Reg. 405/68, s. 29.

30. The referee may increase or decrease the time appointed by these Rules, or fixed by order, for doing any act or taking any proceedings upon such terms as the referee considers just, and any increase or decrease of time may be ordered although the application for the increase or decrease is not made until after the expiration of the time appointed or allowed. O. Reg. 405/68, s. 30.

31. Every county court clerk shall, at the request of any party and upon receiving a *praecepe* for the purpose and payment of the necessary postage and express charges for the transmission and return of the same, transmit to the referee the proceedings on file in his office. O. Reg. 405/68, s. 31.

32. Unless by consent of the parties or by leave of the referee, no trial shall take place or motion be heard during the long vacation or the Christmas vacation as prescribed in section 179 of Regulation 545 of Revised Regulations of Ontario, 1970, being the Rules of Practice and Procedure of the Supreme Court of Ontario. O. Reg. 405/68, s. 32.

33. The referee may fix the amount of fees and expenses to be allowed as between party and party for a professional or expert witness or witnesses. O. Reg. 405/68, s. 33.





## REGULATION 228

### under The Drugless Practitioners Act

#### CHIROPRACTORS

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "Board" means The Board of Directors of Chiropractic;
- (b) "secretary-treasurer" means the secretary-treasurer of the Board. R.R.O. 1960, Reg. 119, s. 1.

##### REGISTRATION

2. The secretary-treasurer shall maintain a register of persons admitted to practise as chiropractors. R.R.O. 1960, Reg. 119, s. 2.

3. The secretary-treasurer shall register as a chiropractor any person who,

- (a) is of good moral character;
- (b) is at least twenty-one years of age;
- (c) has passed the examinations prescribed by section 16; and
- (d) has paid the registration fee prescribed by clause *a* of section 8. R.R.O. 1960, Reg. 119, s. 3.

4. The secretary-treasurer may register any person who,

- (a) complies with the requirements of subsection 1 of section 18;
- (b) has passed the examinations prescribed by the National Examining Board of the Canadian Chiropractic Association on the subjects mentioned in section 16; and
- (c) pays the registration fee prescribed by clause *a* of section 8. O. Reg. 143/65, s. 1.

5. The secretary-treasurer shall register any person who,

- (a) is registered as a chiropractor in a jurisdiction,
  - (i) outside Ontario under regulations similar to this Regulation, and
  - (ii) in which persons registered as chiropractors under the Act may register without examination; and

- (b) pays the registration fee prescribed by clause *a* of section 8.

6.—(1) The registration of a chiropractor expires with the first Monday in February in each year.

(2) The secretary-treasurer shall renew the registration for one year where the chiropractor pays the renewal fee prescribed by clause *b* of section 8. R.R.O. 1960, Reg. 119, s. 5.

7.—(1) Where a registered chiropractor fails to pay the renewal fee on or before the expiry date, the secretary-treasurer shall notify the chiropractor by registered mail addressed to his last known address appearing on the register that his registration has expired. R.R.O. 1960, Reg. 119, s. 6 (1).

(2) Where a chiropractor whose registration has expired pays the fee prescribed by clause *c* of section 8, within two years of the expiry date the secretary-treasurer shall register the chiropractor. R.R.O. 1960, Reg. 119, s. 6 (2); O. Reg. 205/68, s. 1.

8. The fees to be paid by a chiropractor are,

- (a) on registration, \$40;
- (b) on renewal of registration, \$30; and
- (c) where his registration has expired, for each year or part of a year that has passed since the date of expiry of registration, \$45. R.R.O. 1960, Reg. 119, s. 7; O. Reg. 143/65, s. 2.

9. Where a registration has not been renewed and more than two consecutive years have passed since the date of expiry of the registration, the Board may re-register the chiropractor if he,

- (a) pays the fee prescribed by clause *c* of section 8;
- (b) passes such examinations as the Board may prescribe; and
- (c) submits proof in a form satisfactory to the Board of his competence as a chiropractor. O. Reg. 205/68, s. 2.

##### DISCIPLINE

10.—(1) The Board may, after a hearing, suspend or cancel the registration of any person found to be guilty of misconduct or to have been ignorant or incompetent.



(2) Before holding the hearing, the Board shall send by registered mail to the chiropractor at his last known address appearing on the register, a notice,

(a) giving the details of the alleged misconduct, ignorance or incompetence and the nature of the evidence in support thereof; and

(b) appointing the date, time and place for the hearing.

(3) The Board shall allow at least ten clear days between the date of sending the notice and the date for the hearing.

(4) If the chiropractor fails to attend the hearing on the date and at the time and place appointed, the hearing may proceed and a decision may be made in his absence.

(5) At the hearing, the chiropractor is entitled to hear the evidence against him, to cross-examine thereon, to call witnesses in his behalf and to present his argument.

(6) The chiropractor may be represented at the hearing by counsel or by an agent.

(7) Where the Board decides to suspend a licence, the period of suspension shall not be longer than three months. R.R.O. 1960, Reg. 119, s. 8; O. Reg. 336/61, s. 1.

**11.—(1)** The Board may appoint an inspector for the investigation of complaints made against a chiropractor.

(2) The inspector shall investigate a written complaint that a chiropractor has been guilty of misconduct or displayed such ignorance or incompetence as to render it desirable in the public interest that his registration be cancelled or suspended.

(3) The inspector shall report to the Board on every investigation made by him. R.R.O. 1960, Reg. 119, s. 9.

#### DESIGNATIONS

**12.** No person other than a chiropractor registered under the Act shall advertise or use any title or add any affix to his name signifying that he is qualified to practise as a chiropractor. R.R.O. 1960, Reg. 119, s. 10.

**13.** As an occupational designation, chiropractors may, describe themselves as chiropractors only. R.R.O. 1960, Reg. 119, s. 11.

#### ALLOWANCE FOR BOARD

**14.—(1)** Members of the Board shall be paid,

(a) a per diem allowance; and

(b) an allowance for travelling and living expenses,

in the amounts prescribed by subsection 2 while engaged on business of the Board.

(2) The allowance is,

(a) \$50 a day; and

(b) the actual amount spent in travelling and living expenses.

(3) The amount of the allowance paid under clause a of subsection 2 to each member shall not exceed \$600 in any one year. R.R.O. 1960, Reg. 119, s. 12.

#### AUDIT

**15.** The accounts of the Board shall be audited annually by a chartered accountant. R.R.O. 1960, Reg. 119, s. 13.

#### EXAMINATIONS

**16.—(1)** The Board shall prescribe examinations for the admission of chiropractors to practise in Ontario, upon the subjects prescribed by subsection 2.

(2) The subjects for examination are,

(a) anatomy;

(b) histology;

(c) physiology;

(d) bacteriology;

(e) physiological chemistry;

(f) hygiene and sanitation;

(g) diagnosis and symptomatology;

(h) pathology; and

(i) principles of practice, technique and treatment.

(3) The examination on the subjects mentioned in,

(a) clauses a to h of subsection 2 shall be written; and

(b) clause i of subsection 2 shall be written and oral. R.R.O. 1960, Reg. 119, s. 14.

**17.—(1)** The Board shall conduct or cause to be conducted examinations at least once a year.

(2) The Board shall conduct or cause to be conducted supplemental examinations within four months after the examinations referred to in subsection 1 are held. R.R.O. 1960, Reg. 119, s. 15.

18.—(1) Any person who,

- (a) is of good moral character;
- (b) is the holder of an Ontario Secondary School Honour Graduation Diploma of the General Course, or an equivalent standing as determined by the Minister of Education for Ontario; and
- (c) has graduated from a school referred to in section 25,

may apply to the secretary-treasurer as a candidate for the examinations. R.R.O. 1960, Reg. 119, s. 16 (1); O. Reg. 336/61, s. 2; O. Reg. 350/68, s. 1 (1).

(2) Application for examination shall be made in Form 1 to the secretary-treasurer at least thirty days before the examination is to be held. R.R.O. 1960, Reg. 119, s. 16 (2).

(3) The application shall be accompanied by,

- (a) two letters of character;
- (b) an Ontario Secondary School Honour Graduation Diploma of the General Course, or a certificate of equivalent standing as determined by the Minister of Education for Ontario;
- (c) a certificate in Form 2 from the head of the teaching staff of a school referred to in section 25; and
- (d) the examination fee prescribed by section 21. R.R.O. 1960, Reg. 119, s. 16 (3); O. Reg. 350/68, s. 1 (2); O. Reg. 186/70, s. 1.

(4) Where a candidate has passed the examination prescribed by the National Examining Board of the Canadian Chiropractic Association in one or more of the subjects mentioned in section 16, the Board may, without examination, give the candidate credit for any subjects so passed. O. Reg. 143/65, s. 3.

(5) The Board shall review the application and, if it complies with the provisions of this Regulation, the Board shall cause the secretary-treasurer to notify the candidate of the time and place fixed for the examination. R.R.O. 1960, Reg. 119, s. 16 (4).

19.—(1) A person who has,

- (a) been notified under subsection 4 of section 18; and
- (b) paid the fee prescribed by section 21,

may try the examinations.

(2) A person who has,

- (a) tried the examinations;

(b) failed in three subjects or fewer; and

(c) paid the fee prescribed by section 21,

may try at a supplemental examination the subjects in which he has failed. R.R.O. 1960, Reg. 119, s. 17.

20. A candidate for examination or supplemental examination shall be allowed,

- (a) 1½ hours for each subject written; and
- (b) thirty minutes for the oral examination. R.R.O. 1960, Reg. 119, s. 18.

#### FEEES ON EXAMINATION

21. A person shall pay on examination a fee,

- (a) not exceeding \$50; and
- (b) calculated on the basis of,
  - (i) \$10 for each subject at an examination, and
  - (ii) \$20 for each subject at a supplemental examination. R.R.O. 1960, Reg. 119, s. 19.

#### EXAMINERS

22.—(1) At least three months before the date of an examination or supplemental examination, the Board shall appoint sufficient examiners, including a presiding examiner, to conduct the examination.

(2) No person shall be appointed as a presiding examiner unless he is a member of the Board. R.R.O. 1960, Reg. 119, s. 20.

23. The Board shall pay a presiding examiner or an examiner,

- (a) \$15 for the examination on each subject over which the examiner presides;
- (b) \$12.50 for each half day or less during which the examiner conducts an oral examination;
- (c) an amount equal to the amount spent by the examiner for travelling and living expenses while acting as examiner; and
- (d) \$1 for each written examination that the examiner reads and marks. R.R.O. 1960, Reg. 119, s. 21.

24.—(1) The presiding examiner shall,

- (a) prepare with the assistance of the examiners the examination paper for each subject;



(b) submit the examination paper prepared under clause *a* to the Board; and

(c) conduct the examination at the time set by the Board.

(2) No paper shall be submitted to a candidate for examination unless the examination paper has been approved by the Board. R.R.O. 1960, Reg. 119, s. 22.

#### SCHOOLS FOR CHIROPRACTORS

25.—(1) An applicant for examination shall complete a course of instruction in a training school,

(a) in Ontario that conducts a course in chiropractic as set out in subsection 2; or

(b) in the United States of America that,

(i) conducts a course in chiropractic as set out in subsection 2, and

(ii) is accredited by The Council on Education of the American Chiropractic Association. R.R.O. 1960, Reg. 119, s. 23 (1); O. Reg. 168/67, s. 1.

(2) The course in chiropractic shall include not less than four academic years of nine months each with at least 4,200 hours of instruction in the following subjects:

1. Anatomy, including dissection.
2. Physiology.
3. Chemistry.
4. Medical jurisprudence.
5. Pathology.
6. Psychology.
7. Ophthalmology.
8. Otolaryngology.
9. Histology.
10. Dietetics.
11. Diagnosis and symptomatology.
12. Radiology.
13. First aid and minor surgery.
14. Psychiatry.
15. Bacteriology.

16. Hygiene and sanitation.

17. Obstetrics.

18. Clinical training.

19. Principles of practice, technique and treatment. R.R.O. 1960, Reg. 119, s. 23 (2).

#### Form 1

#### *The Drugless Practitioners Act*

#### APPLICATION FOR REGISTRATION AS A CHIROPRACTOR BY EXAMINATION

To: The Secretary-Treasurer,  
Board of Directors of Chiropractic.

I, .....  
(name)

.....  
(address)

apply for registration as a chiropractor and in support submit the following information:

1. Date and place of birth: .....

2. Address: .....  
(post office) (province)

3. My preliminary education comprised:

.....  
.....

4. I graduated from the ..... Chiropractic  
School or College at .....

5. I attended the following lectures at the School  
or College mentioned in paragraph 4 and I hold  
certificates in the following optional courses:

.....  
.....

Date.....day of....., 19....

.....  
(signature of applicant)

R.R.O. 1960, Reg. 119, Form 1.



**Form 2**

*The Drugless Practitioners Act*

**CERTIFICATE OF EDUCATION  
IN CHIROPRACTIC**

I, .....  
(name)

head of the teaching staff of.....  
(school or college)

hereby certify that.....  
(name of graduate)

has successfully completed the course in chiropractic  
at.....  
(school or college)

Date.....day of....., 19....  
.....  
(signature)

R.R.O. 1960, Reg. 119, Form 2.

## REGULATION 229

### under The Drugless Practitioners Act

#### CLASSIFICATIONS

##### CHIROPRACTORS

1.—(1) Persons who follow the system of treatment prescribed by subsection 2 are classified as chiropractors.

(2) The system of treatment that may be followed by chiropractors is the treatment of persons by the relief of interference with the normal functioning of the nervous system of the body by the adjustment or the manipulation or both of the articulations and the tissues thereof, more especially those of the spinal column and when necessary with the aid of,

- (a) exercise;
- (b) light;
- (c) thermotherapy;
- (d) hydrotherapy; or
- (e) electrotherapy. R.R.O. 1960, Reg. 120, s. 1.

##### MASSEURS

2.—(1) In this section "association" includes a club, corporation or unincorporated organization.

(2) Persons who follow the system of treatment prescribed by subsection 3 are classified as masseurs.

(3) The system of treatment that may be followed by masseurs is the treatment of persons by,

- (a) the kneading, rubbing and massaging of the body, but without adjusting or attempting to adjust any bony structure thereof;
- (b) the use of steam baths, electric baths, electric light baths, vapour baths or fume baths; and

(c) the use of thermal or ultra-violet lamps.

(4) Subsection 2 does not apply to a trainer who is employed by an athletic association for services rendered by him to members of the athletic association during their training or playing season. R.R.O. 1960, Reg. 120, s. 2.

##### PHYSIOTHERAPISTS

3.—(1) In this section "prescription" means a direction of a duly qualified medical practitioner directing a physiotherapist to treat a named person.

(2) Persons who follow the system of treatment prescribed by subsection 3 are classified as physiotherapists.

(3) The system of treatment that may be followed by physiotherapists is the treatment of persons,

- (a) in the case of a physiotherapist registered under the Act on the 31st day of January, 1955; and
- (b) in the case of a physiotherapist registered after the date mentioned in clause a, upon a prescription,

by,

- (c) the massaging and manipulating of the body;
- (d) the use of,
  - (i) radiant energy, except radiant and electrical energy from radio active materials or X-ray machines, and
  - (ii) mechanical energy; and
- (e) the exercising of the body in any suitable medium. R.R.O. 1960, Reg. 120, s. 3, O. Reg. 373/61, s. 1.

## REGULATION 230

### under The Drugless Practitioners Act

#### GENERAL

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "Board" means The Board of Directors of Drugless Therapy;
- (b) "drugless therapist" means any person who practises or advertises or holds himself out in any way as practising the treatment by diagnosis, including all diagnostic methods, direction, advice, written or otherwise, of any ailment, disease, defect or disability of the human body by methods taught in colleges of drugless therapy or naturopathy and approved by the Board;

- (c) "osteopath" means any person who practises or advertises or holds himself out in any way as practising the treatment by diagnosis, including all diagnostic methods, direction, advice, written or otherwise, of any ailment, disease, defect or disability of the human body, by methods taught in colleges of osteopathy and approved by the Board. R.R.O. 1960, Reg. 121, s. 1; O. Reg. 216/70, s. 1.

##### REGISTRATION

2. Any person being twenty-one years of age may apply to the Board for registration as a drugless therapist. R.R.O. 1960, Reg. 121, s. 2.

##### CLASSIFICATIONS

3. Drugless therapist is a classification. R.R.O. 1960, Reg. 121, s. 3.

##### SCHOOLS AND COLLEGES

4. No school or college teaching drugless therapy shall be approved by the Board, whose course of instruction is less than four years of nine months in each year and unless it teaches a minimum course of at least 4,200 fifty-minute hours or its equivalent in the subjects of,

Anatomy (including all branches, gross Anatomy, Dissection, etc.)  
Physiology  
Chemistry  
Medical Jurisprudence  
Pathology  
Psychology

Eye, Ear, Nose and Throat

Histology

Dietetics

Diagnosis

First Aid and Minor Surgery

Psychiatry

Gynecology

Bacteriology

Hygiene and Sanitation

Symptomatology

Obstetrics

Principles of Practice, Technique and Treatment.

R.R.O. 1960, Reg. 121, s. 4.

##### FEES

5.—(1) There shall be paid for the purposes of the Board,

- (a) with each application for registration as a drugless therapist, a fee of \$75; and
- (b) with each application for renewal of any such registration, a fee of \$25 plus an additional fee of \$25 for each year that the registration was not renewed. R.R.O. 1960, Reg. 121, s. 5 (1); O. Reg. 122/65, ss. 1, 2; O. Reg. 216/70, s. 2 (1).

(2) An additional fee of \$15 shall be paid with each application for renewal received after the 30th day of January in any year. O. Reg. 216/70, s. 2 (2).

##### TRAINERS

6. This Regulation does not apply to or affect trainers for athletic or sporting clubs or associations so long as they confine their services to members of such clubs or associations during their training or playing season. R.R.O. 1960, Reg. 121, s. 6.

##### REGISTRATION

7.—(1) Every drugless practitioner shall register with the Board.

(2) Applications for registration shall be in writing on a form approved by the Board, verified by affidavit and shall set forth,

- (a) classification under which registration is desired;
- (b) preliminary education of the applicant prior to admission to college or graduation;



- (c) name and post office address of the college of graduation;
- (d) actual time of attendance at lectures in the college of graduation, subjects taught and the number of lecture hours devoted to each subject;
- (e) references to character, professional status and efficiency in practice; and
- (f) any other information required by the Board,

and every such application shall be accompanied by the prescribed fee.

(3) Every registration and renewal thereof shall remain in force until the end of the calendar year. R.R.O. 1960, Reg. 121, s. 7.

8. A drugless practitioner is entitled to renew his registration upon making application therefor and paying the prescribed fee. R.R.O. 1960, Reg. 121, s. 8.

9.—(1) A drugless therapist shall be entitled to renew his registration upon making application therefor and paying the prescribed fee as set out in clause *b* of subsection 1 of section 5 and subsection 2 of section 5, provided the application for renewal is made within two years from the date of expiry of the said registration.

(2) Where a drugless therapist has failed to renew his registration for two years, he may renew his registration by,

- (a) submitting an application for registration on a form approved by the Board;
- (b) passing such examinations as the Board may prescribe; and
- (c) paying the fee prescribed in clause *b* of subsection 1 of section 5 for an application for registration. O. Reg. 216/70, s. 3.

10. A certificate of registration and of every renewal thereof shall be issued to the applicant. R.R.O. 1960, Reg. 121, s. 9.

11. Any person who is taking or hereafter commences a course of instruction for the purpose of qualifying to practice as a drugless practitioner shall, within thirty days from the commencement of such a course, register in the office of the secretary of the Board stating what course he is taking but the Board may extend the time for registration. R.R.O. 1960, Reg. 121, s. 10.

12. The Board may make reciprocal arrangements with other bodies, councils or boards governing drugless practitioners in jurisdictions outside Ontario,

under which the qualifications to practise in such jurisdiction may be recognized as qualifications to practise in Ontario, and qualifications to practise in Ontario may be recognized as qualifications to practise in such jurisdiction. R.R.O. 1960, Reg. 121, s. 11.

13.—(1) The Board may, in its absolute discretion and in such circumstances and on such conditions as it considers advisable, remit all or part of the registration and renewal fees of any registrant who has lost his eyesight.

(2) The Board may, in its absolute discretion, remit all or part of the renewal fees of any registrant who, by reason of physical disability, illness or absence from Ontario, discontinues practise in Ontario for a period of not less than one year. R.R.O. 1960, Reg. 121, s. 12, *amended*.

#### EXAMINATIONS

14. There shall be one regular examination, and when necessary one supplemental examination in each year, on dates to be fixed by the Board. R.R.O. 1960, Reg. 121, s. 13.

15.—(1) If an applicant fails on more than three subjects, he is not eligible for re-examination until the following year.

(2) An applicant for supplemental examinations shall be allowed to write on only three subjects on such supplemental examinations, except by permission of the Board. R.R.O. 1960, Reg. 121, s. 14.

16.—(1) No candidate is eligible to try any examination until his candidature has been approved by the Board.

(2) The approval may be given upon proof of the candidate having taken the proper course at any of the schools or colleges approved by the Board, or upon proof of such other course or courses of instruction, both in professional subjects and in academic or secondary subjects, as in each case is satisfactory to the Board. R.R.O. 1960, Reg. 121, s. 15.

17. There shall be paid with each application for examination and with each application for supplemental examination a fee of \$25 for each examination or supplemental examination paper but the total examination fee for any regular or supplemental examination shall not exceed \$100. O. Reg. 122/65, s. 3.

#### SUBJECTS

18. The subjects of examination shall be,

- (a) foundational subjects: anatomy, histology, physiology, bacteriology, chemistry, hygiene and sanitation, diagnosis, symptomatology, pathology, gynecology; and

- (b) subjects special to principles of practice, technique and treatment for drugless therapy. R.R.O. 1960, Reg. 121, s. 17.

19. The examinations shall consist of written, oral and clinical examinations in each subject. R.R.O. 1960, Reg. 121, s. 18.

20. There shall be two examination periods in each day from 9.00 a.m. to 11.30 a.m., and from 1.30 p.m. to 4.00 p.m., but the presiding examiner may extend any such period for a further half hour. R.R.O. 1960, Reg. 121, s. 19.

21.—(1) The Board shall arrange a period of three consecutive days in each year for the regular examinations, which three-day period may be extended at the discretion of the presiding examiner.

(2) The Board shall further arrange a similar period for supplemental examinations when necessary. R.R.O. 1960, Reg. 121, s. 20.

22.—(1) Applicants for supplemental examinations shall be those who have failed in not more than three subjects and such other applicants as are approved by the Board on the grounds of special necessity.

(2) Unless by special leave of the Board, no applicant shall take a supplemental examination in any subject that he has not tried at the regular examinations. R.R.O. 1960, Reg. 121, s. 21.

23.—(1) Oral and clinical examinations may be arranged by the presiding examiner during and following the time period of the written examinations.

(2) The session for each individual for the oral and clinical examination shall not exceed thirty minutes and, if taken during a written examination, the time shall be so extended that the candidate has at least 2½ hours for each written examination. R.R.O. 1960, Reg. 121, s. 22.

#### EXAMINERS

24.—(1) The Board shall, at the regular March meeting, appoint one of its members as presiding examiner for all examinations, and sufficient examiners, depending on the number of candidates for examination, to complete the examinations in a reasonable time, having due regard to expense, examination fees and the convenience of candidates and examiners, and may at any time for similar reasons vary the number of examiners.

(2) Each examiner shall be notified of his appointment and shall forthwith notify the secretary-treasurer of his acceptance, whereupon his appointment is confirmed and he shall then receive a copy of the regulations affecting examinations, payment, rules for examinations and the time set for examinations and, in default of immediate acceptance, another examiner shall be appointed.

(3) There shall be at least one examiner in each subject or group of subjects and he shall conduct the examinations, set and read the written papers and allot marks thereon, and conduct the oral and clinical examinations with assistance therein if necessary and shall provide the clinical and other material necessary for the oral and clinical examinations. R.R.O. 1960, Reg. 121, s. 23.

25.—(1) The presiding examiner of candidates for registration as drugless practitioners shall be paid on the same basis as he is paid for attendance at regular meetings of the Board.

(2) Each examiner shall receive \$10 for each written examination paper set and 75 cents for each paper read and marked by him, and shall receive \$12.50 for each half-day of three hours or part thereof for conducting oral and clinical examinations and, in addition, he shall be reimbursed for transportation and expenses. O. Reg. 216/70, s. 4.

26.—(1) At the close of the examinations, whether regular or supplemental, the examiners shall meet and discuss results, finally adjust marks granted and make due recommendations to the Board regarding the candidates at the examinations and changes recommended regarding examinations.

(2) The presiding examiner shall act as secretary of such meeting and submit the official report to the Board. R.R.O. 1960, Reg. 121, s. 25.

27. Each examination paper for each examination period shall comprise one subject and shall consist of one question which the candidate is required to answer and five other questions of which the candidate shall answer any four and the total marks for each examination paper is 100. R.R.O. 1960, Reg. 121, s. 26.

#### STANDARD TO BE OBTAINED

28.—(1) A standard of 100 marks for the written answers, and 100 marks for orals and clinicals, shall be adopted by each examiner.

(2) Written examination results and oral and clinical examination results in each subject or group of subjects may be grouped together by each examiner.

(3) At least 50 per cent on each individual subject or group of subjects and 60 per cent on the total of all examination returns is required for pass standing.

(4) 75 per cent on all subjects constitutes honour standing. R.R.O. 1960, Reg. 121, s. 27.

29. The secretary-treasurer of the Board shall arrange for a suitable examination hall, furniture and equipment, pencils, stationery, blotters, examination books or paper and all other material or equipment necessary for the due carrying out of the examinations, and the cost thereof and of any other material or thing



necessary or incidental to the said examinations shall be paid from the office of the secretary-treasurer on presentation of vouchers, and the payments shall be confirmed at the next regular meeting of the Board. R.R.O. 1960, Reg. 121, s. 28.

#### DISCIPLINE

**30.**—(1) The certificate of registration of any drugless practitioner may, after due enquiry by the Board, be either suspended or cancelled for incompetence, misconduct or breach of this Regulation.

(2) Any drugless practitioner against whom an allegation of misconduct, incompetence, or breach of this Regulation is made, shall be notified by registered mail, addressed to the practitioner at the address under which the practitioner is registered, giving notice to the practitioner of the time and place at which the Board will convene for the purpose of determining whether or not he has been guilty of the alleged misconduct, incompetence or breach of this Regulation. R.R.O. 1960, Reg. 121, s. 29.

**31.** No drugless practitioner registered under the Act shall display any sign, bill, poster or placard holding himself out or advertising himself as a drugless therapist, unless the certificate of registration issued by the Board specifies that such person is registered as a drugless therapist. R.R.O. 1960, Reg. 121, s. 30.

**32.** No registrant shall use the words "drugless practitioner" as an occupational designation but may describe himself only in the terms of the classification in which he is registered. R.R.O. 1960, Reg. 121, s. 31.

**33.** No drugless practitioner shall publish or cause to be published in any newspaper, telephone directory, periodical, circular or in any other printed matter, any notice or advertisement containing anything other than his name, address, telephone number, office hours, professional titles and type of services rendered, without first submitting the proposed notice or advertisement to the Board, which may grant or refuse permission to publish such notice or advertisement. R.R.O. 1960, Reg. 121, s. 32.

**34.** A registrant using or causing to be used advertising matter that contains mis-statements, falsehoods, misrepresentations, distorted or fabulous statements as to cures by any method of treatment

used by him or as to his training, qualifications or attainments, shall be deemed to be guilty of misconduct within the meaning of this Regulation. R.R.O. 1960, Reg. 121, s. 33.

#### INVESTIGATION OF COMPLAINTS

**35.**—(1) The Board may appoint an inspector for the purpose of investigating complaints registered against registrants under the Act or other persons not so registered.

(2) All complaints relating to registrants or un-registered persons shall be filed with the secretary-treasurer who shall make such further investigations as he deems necessary and report to the Board.

(3) The inspector shall be remunerated for his time and expenses as the Board may determine. R.R.O. 1960, Reg. 121, s. 34.

#### CHEQUES

**36.** All cheques of the Board shall be signed by the chairman or vice-chairman and secretary-treasurer. R.R.O. 1960, Reg. 121, s. 35.

#### SALARIES

**37.** Each member of the Board, other than the secretary-treasurer, shall be paid,

(a) an allowance of \$50 for each day or part of a day engaged in attending the meetings of the Board, the maximum allowance in any year not to exceed \$600; and

(b) an allowance for his travelling and living expenses to, from and at those meetings. R.R.O. 1960, Reg. 121, s. 36.

**38.** The secretary-treasurer shall receive such salary as the Board, with the approval of the Lieutenant Governor in Council, may fix. R.R.O. 1960, Reg. 121, s. 37.

#### AUDITORS

**39.** The accounts of the Board shall be audited by a chartered accountant annually. R.R.O. 1960, Reg. 121, s. 38.



## REGULATION 231

### under The Drugless Practitioners Act

#### MASSEURS

##### INTERPRETATION

##### 1. In this Regulation,

- (a) "Board" means The Board of Directors of Masseurs;
- (b) "secretary-treasurer" means secretary-treasurer of the Board. R.R.O. 1960, Reg. 122, s. 1.

##### REGISTRATION

2. The secretary-treasurer shall maintain a register of persons admitted to practise as masseurs. R.R.O. 1960, Reg. 122, s. 2.

3. The secretary-treasurer shall register as a masseur any person who,

- (a) is of good moral character;
- (b) has passed the examinations prescribed by section 14; and
- (c) has paid the registration fee prescribed by clause *a* of section 7. R.R.O. 1960, Reg. 122, s. 3.

4. The secretary-treasurer shall register any person who,

- (a) is registered as a masseur in a jurisdiction,
  - (i) outside Ontario under regulations similar to this Regulation, and
  - (ii) in which persons registered as masseurs under the Act may register without examination; and
- (b) pays the registration fee prescribed by clause *a* of section 7. R.R.O. 1960, Reg. 122, s. 4.

5.—(1) The registration of a masseur expires with the first Monday in February in each year.

(2) The secretary-treasurer shall renew the registration for one year where the masseur pays the renewal fee prescribed by clause *b* of section 7. R.R.O. 1960, Reg. 122, s. 5.

6.—(1) Where a registered masseur fails to pay the renewal fee on or before the expiry date, the secretary-treasurer shall notify the masseur by registered mail addressed to his last known address appearing on the register that his registration has expired.

(2) Where a masseur whose registration has expired pays the fee prescribed by clause *c* of section 7, the secretary-treasurer shall register the masseur. R.R.O. 1960, Reg. 122, s. 6.

##### 7. The fees to be paid by a masseur are,

- (a) on registration, \$15;
- (b) on renewal of registration, \$25; and
- (c) where his registration has expired, for each year or part of a year that has passed since the date of expiry of registration, \$17.50. R.R.O. 1960, Reg. 122, s. 7; O. Reg. 49/63, s. 1; O. Reg. 254/67, s. 1.

##### DISCIPLINE

8.—(1) The Board may, after a hearing, suspend or cancel the registration of any person found guilty of misconduct or to be ignorant or incompetent.

(2) Before holding a hearing, the Board shall send by registered mail to the masseur at his last known address appearing on the register, a notice,

- (a) giving the details of the alleged misconduct, ignorance or incompetence and the nature of the evidence in support thereof; and
- (b) appointing the date, time and place for the hearing.

(3) The Board shall allow at least ten clear days between the date of sending the notice and the date for the hearing.

(4) If the masseur fails to attend the hearing on the date and at the time and place appointed, the hearing may proceed and a decision may be made in his absence.

(5) At the hearing, the masseur is entitled to hear the evidence against him, to cross-examine thereon, to call witnesses in his behalf and to present his argument.

(6) The masseur may be represented at the hearing by counsel or by an agent.

(7) Where the Board decides to suspend the licence, the period of suspension shall not be longer than thirty days. R.R.O. 1960, Reg. 122, s. 8.

9.—(1) The Board may appoint an inspector for the investigation of complaints made against a masseur.

(2) The inspector shall investigate a written complaint that a masseur has been guilty of misconduct or displayed such ignorance or incompetence as to render it desirable in the public interest that his registration be cancelled or suspended.

(3) The inspector shall report to the Board on every investigation made by him. R.R.O. 1960, Reg. 122, s. 9.

#### DESIGNATIONS

10. No person other than a masseur registered under the Act shall advertise or use any title or add any affix to his name signifying that he is qualified to practice as a masseur. R.R.O. 1960, Reg. 122, s. 10.

11. A person registered as a masseur shall not use any occupational designation in respect of that registration other than Masseur, Registered Masseur, Masseuse, Registered Masseuse, Massagist, Registered Massagist, or the letters "Reg. M.". O. Reg. 49/63, s. 2.

#### ALLOWANCE FOR BOARD

12.—(1) Members of the Board shall be paid,

(a) a per diem allowance; and

(b) an allowance for travelling and living expenses,

in the amounts prescribed by subsection 2 while engaged on the business of the Board.

(2) The allowance is,

(a) \$50 a day; and

(b) the actual amount spent in travelling and living expenses.

(3) The amount of the allowance paid under clause a of subsection 2 to each member shall not exceed \$300 in any one year.

(4) In addition to the allowance paid under subsection 2, the secretary-treasurer shall be paid an annual allowance of \$1,000. R.R.O. 1960, Reg. 122, s. 12.

#### AUDIT

13. The accounts of the Board shall be audited annually by a chartered accountant. R.R.O. 1960, Reg. 122, s. 13.

#### EXAMINATIONS

14.—(1) The Board shall prescribe examinations for the admissions of masseurs to practice in Ontario, upon the subjects prescribed by subsection 2.

(2) The subjects for examination are,

(a) principles of practice;

(b) technique;

(c) treatment;

(d) anatomy including histology;

(e) physiology; and

(f) pathology.

(3) The examination on the subjects mentioned in,

(a) clauses a to c of subsection 2 shall be oral and written; and

(b) clauses d to f of subsection 2 shall be written. R.R.O. 1960, Reg. 122, s. 14.

15.—(1) The Board shall conduct or cause to be conducted examinations at least once a year.

(2) The Board shall conduct or cause to be conducted supplemental examinations within four months after the examinations conducted under subsection 1. R.R.O. 1960, Reg. 122, s. 15.

16.—(1) Any person who,

(a) is of good moral character;

(b) is the holder of an Ontario Intermediate Certificate (Grades 9 and 10), or an equivalent certificate as determined by the Minister of Education for Ontario; and

(c) has graduated from a school referred to in section 23,

may apply to the secretary-treasurer as a candidate for the examinations.

(2) Application for examination shall be made in Form 1 to the secretary-treasurer at least fifteen days before the examination is to be held.

(3) The application shall be accompanied by,

(a) two letters of character;

(b) an Ontario Intermediate Certificate (Grades 9 and 10), or an equivalent certificate as determined by the Minister of Education;

(c) a certificate in Form 2 from the head of the teaching staff of a school referred to in section 23; and

(d) the examination fee prescribed by section 22.



(4) The Board shall review the application and if it complies with the provisions of this Regulation the Board shall cause the secretary-treasurer to notify the candidate of the time and place fixed for the examination. R.R.O. 1960, Reg. 122, s. 16.

17.—(1) A person who has,

- (a) been notified under subsection 4 of section 16; and
- (b) paid the fee prescribed by section 22,

may try the examinations.

(2) A person who has,

- (a) tried the examinations;
- (b) failed in three subjects or fewer; and
- (c) paid the fee prescribed by section 22,

may try at a supplemental examination the subjects in which he has failed. R.R.O. 1960, Reg. 122, s. 17.

18. A candidate for examination or supplemental examination shall be allowed,

- (a) 1½ hours for each subject written; and
- (b) thirty minutes for the oral examination in each subject. R.R.O. 1960, Reg. 122, s. 18.

EXAMINERS

19.—(1) At least three months before the date of an examination or supplemental examination, the Board shall appoint sufficient examiners including a presiding examiner to conduct the examination.

(2) No person shall be appointed as a presiding examiner unless he is a member of the Board. R.R.O. 1960, Reg. 122, s. 19.

20. The Board shall pay an examiner, other than the presiding examiner,

- (a) \$5 for the preparation of each subject on an examination;
- (b) \$25 for each half-day or less during which the examiner conducts an oral examination; and
- (c) \$3 for each written examination paper that the examiner reads and marks. R.R.O. 1960, Reg. 122, s. 20; O. Reg. 49/63, s. 3.

21.—(1) The presiding examiner shall,

- (a) review the examination papers after they have been prepared by the examiner; and
- (b) conduct the examination at the time set by the Board.

(2) The presiding examiner shall be paid for his services an amount equal to the amount prescribed by subsection 2 of section 12.

FEEES ON EXAMINATION

22. A candidate for examination or supplemental examination shall pay a fee of \$20. R.R.O. 1960, Reg. 122, s. 22.

SCHOOLS FOR MASSEURS

23. An applicant for examination shall have completed a course of instruction in a school that instructs students in the following subjects relating to the theory and practice of massage and the hours of instruction in each subject shall be not less than the hours shown opposite thereto:

<i>Subject</i>	<i>Hours</i>
1. Anatomy.....	180
2. Physiology.....	120
3. Histology and pathology.....	60
4. Hygiene and sanitation.....	60
5. Diagnosis.....	60
6. Principles, ethics and practice of massage.....	60
7. Clinical experience and training in,	
(a) treatment;	
(b) massage;	
(c) hydrotherapy;	
(d) steam-baths;	
(e) fume-baths;	
(f) thermal lamps; and	
(g) ultra-violet lamps	500

R.R.O. 1960, Reg. 122, s. 23.



**Form 1**

*The Drugless Practitioners Act*

**APPLICATION FOR REGISTRATION AS A MASSEUR BY EXAMINATION**

To: The Secretary-Treasurer,  
Board of Directors of Masseurs

I, .....  
(name) (address)

apply for registration as a masseur and in support submit the following information:

1. Date and place of birth: .....

2. Address: .....  
(post office) (province)

3. My preliminary education comprised:  
.....  
.....

4. I graduated from the.....  
school at .....

5. I attended the following lectures at the school mentioned in paragraph 4 and I hold certificates in the following optional courses:  
.....  
.....

Date.....day of ....., 19....

.....  
(signature of applicant)

R.R.O. 1960, Reg. 122, Form 1.

**Form 2**

*The Drugless Practitioners Act*

**CERTIFICATE OF EDUCATION IN MESSAGE**

I, ..... head of the  
(name)

teaching staff of .....  
(school)

hereby certify that.....  
(name of graduate)

has successfully completed the course in massage at.....  
(school)

Date.....day of ....., 19....

.....  
(signature)

R.R.O. 1960, Reg. 122, Form 2.

## REGULATION 232

### under The Drugless Practitioners Act

#### OSTEOPATHS

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "Board" means Board of Directors of Osteopathy;
- (b) "secretary-treasurer" means secretary-treasurer of the Board. R.R.O. 1960, Reg. 123, s. 1.

##### REGISTRATION

2. The secretary-treasurer shall maintain a register of persons admitted to practice as osteopaths. R.R.O. 1960, Reg. 123, s. 2.

3. The secretary-treasurer shall register as an osteopath any person who,

- (a) is of good moral character;
- (b) is at least twenty-one years of age;
- (c) has passed the examinations prescribed by section 12; and
- (d) has paid the registration fee prescribed by clause a of section 7. R.R.O. 1960, Reg. 123, s. 3.

4. The secretary-treasurer shall register any person who,

- (a) is registered as an osteopath in a jurisdiction outside Ontario under regulations similar to this Regulation; and
- (b) pays the registration fee prescribed by clause a of section 7. R.R.O. 1960, Reg. 123, s. 4.

5.—(1) The registration of an osteopath expires with the first Monday in February in each year.

(2) The secretary-treasurer shall renew the registration for one year where the osteopath pays the renewal fee prescribed by clause b of section 7. R.R.O. 1960, Reg. 123, s. 5.

6.—(1) Where a registered osteopath fails to pay the renewal fee on or before the expiry date, the secretary-treasurer shall notify the osteopath by registered mail addressed to his last known address appearing on the register that his registration has expired.

(2) Where an osteopath whose registration has expired pays the fee prescribed by clause c of section 7, the secretary-treasurer shall register the osteopath. R.R.O. 1960, Reg. 123, s. 6.

##### FEEES

7. The fees to be paid by an osteopath are,

- (a) on registration, \$40;
- (b) on renewal of registration, \$25; and
- (c) where his registration has expired, for each year or part of a year that has passed since the date of expiry of registration, \$25. R.R.O. 1960, Reg. 123, s. 7.

##### DISCIPLINE

8.—(1) The Board may, after a hearing, suspend or cancel the registration of any person found to be guilty of misconduct or to have been ignorant or incompetent.

(2) Before holding a hearing, the Board shall send by registered mail to the osteopath at his last known address appearing on the register a notice,

- (a) giving the details of the alleged misconduct, ignorance or incompetence and the nature of the evidence in support thereof; and
- (b) appointing the date, time and place for the hearing.

(3) The Board shall allow at least ten clear days between the date of sending the notice and the date for the hearing.

(4) If the osteopath fails to attend the hearing on the date and at the time and place appointed, the hearing may proceed and a decision may be made in his absence.

(5) At the hearing, the osteopath is entitled to hear the evidence against him, to cross-examine thereon, to call witnesses in his behalf and to present his argument.

(6) The osteopath may be represented at the hearing by counsel or by an agent.

(7) Where the Board decides to suspend the licence, the period of suspension shall not be longer than thirty days. R.R.O. 1960, Reg. 123, s. 8.

9.—(1) The Board may appoint an inspector for the investigation of complaints made against an osteopath.

(2) A member of the Board is not eligible for appointment as an inspector.

(3) The inspector shall investigate a complaint made in writing that an osteopath has been guilty of misconduct or displayed such ignorance or incompetence as to render it desirable in the public interest that his registration be cancelled or suspended.

(4) The inspector shall report to the Board on every investigation made by him. R.R.O. 1960, Reg. 123, s. 9.

#### DESIGNATIONS

10. No person other than an osteopath registered under the Act shall advertise or use any title or add any affix to his name signifying that he is qualified to practice as an osteopath. R.R.O. 1960, Reg. 123, s. 10.

#### ALLOWANCE FOR BOARD

11.—(1) Members of the Board shall be paid,

- (a) a per diem allowance; and
- (b) an allowance for travelling and living expenses,

in the amounts prescribed by subsection 2 while engaged on the business of the Board.

(2) The allowance is,

- (a) \$50 a day; and
- (b) the actual amount spent in travelling and living expenses.

(3) The amount of the allowance paid under clause a of subsection 2 to each member shall not exceed \$400 in any one year.

(4) In addition to the allowance paid under subsection 3, the secretary-treasurer shall be paid an annual allowance of \$600. R.R.O. 1960, Reg. 123, s. 11.

#### EXAMINATIONS

12.—(1) The Board shall prescribe written, oral and practical examinations for the admission of osteopaths to practice in Ontario, upon the subjects prescribed by subsection 2.

(2) The subjects for examination are,

- (a) anatomy and applied anatomy, including histology and embryology;

(b) physiology, including physiological chemistry;

(c) pathology and bacteriology, including parasitology, immunology, public health and preventive medicine;

(d) surgery, including surgical specialties;

(e) obstetrics, gynaecology and paediatrics;

(f) neurology, psychology and psychiatry; and

(g) osteopathic medicine, including principles, therapeutics, pharmacology, materia medica and jurisprudence. R.R.O. 1960, Reg. 123, s. 12.

13.—(1) The Board shall conduct or cause to be conducted examinations at least once a year.

(2) When necessary, the Board shall conduct or cause to be conducted supplemental examinations within four months after the examinations under subsection 1. R.R.O. 1960, Reg. 123, s. 13.

14.—(1) Any person who,

- (a) is of good moral character;
- (b) is the holder of an Ontario Secondary School Graduation Diploma or an equivalent certificate as determined by the Minister of Education for Ontario;
- (c) has successfully completed at least two years of preliminary study at a college or university in a course that includes physics, organic and inorganic chemistry, biology and English; and
- (d) has graduated from a school or college of osteopathy referred to in section 18,

may apply to the secretary-treasurer as a candidate for the examination.

(2) Application for examination shall be made in Form 1 to the secretary-treasurer.

(3) The applicant shall submit with the application,

- (a) evidence of preliminary education prior to admission to a college of osteopathy;
- (b) references as to character, professional status and previous experience in the practice of osteopathy;
- (c) a certificate in Form 2 from the head of the teaching staff of a school or college referred to in section 18; and
- (d) the examination fee prescribed by section 17.



(4) The Board shall review the application and, if it complies with the provisions of this Regulation, the Board shall cause the secretary-treasurer to notify the candidate of the time and place fixed for the examination. R.R.O. 1960, Reg. 123, s. 16.

15.—(1) A person who has,

(a) been notified under subsection 4 of section 14; and

(b) paid the fee prescribed by section 17,

may take the examinations.

(2) A person who has,

(a) taken the examinations;

(b) failed in three subjects or fewer; and

(c) paid the fee prescribed by section 17,

may try at a supplemental examination the subjects in which he has failed. R.R.O. 1960, Reg. 123, s. 15.

16. A person who is taking an examination or supplemental examination shall be allowed,

(a) 2½ hours for each subject written; and

(b) thirty minutes for the oral examination in each subject. R.R.O. 1960, Reg. 123, s. 16.

#### FEEES ON EXAMINATION

17. A candidate for examination or supplemental examination shall pay on examination a fee,

(a) not exceeding \$50 in amount; and

(b) calculated on the basis of,

(i) \$10 for each subject at an examination, and

(ii) \$20 for each subject at a supplemental examination. R.R.O. 1960, Reg. 123, s. 17.

#### OSTEOPATHIC COLLEGES

18.—(1) An applicant for examination shall have completed a course of instruction in a school or college that conducts a course in osteopathy of not less than four academic years with a minimum of 5,000 hours of instruction and that requires students to have completed at least two years of pre-medical study.

(2) The course of instruction shall include the following subjects:

1. Anatomy, comprising,

(a) gross anatomy;

(b) dissection;

(c) embryology; and

(d) histology.

2. Physiology.

3. Biochemistry.

4. Pharmacology, comprising,

(a) comparative therapeutics;

(b) materia medica and associated subjects; and

(c) toxicology.

5. Pathology.

6. Public health and preventive medicine, comprising,

(a) hygiene;

(b) sanitation;

(c) bacteriology;

(d) parasitology; and

(e) immunology.

7. Surgery, comprising,

(a) general surgery;

(b) orthopaedic surgery;

(c) urology;

(d) ophthalmology;

(e) radiology;

(f) anaesthesiology; and

(g) otorhinolaryngology.

8. Obstetrics and gynaecology.

9. Principles, practice and technique of osteopathy.

10. Neurology.

11. Psychology.

12. Psychiatry.
13. Paediatrics.
14. Dermatology and syphilology.
15. Therapeutics.
16. Tropical medicine.
17. Medical jurisprudence. R.R.O. 1960, Reg. 123, s. 18.

MEETINGS OF THE BOARD

- 19.—(1) The chairman or, in his absence, the vice-chairman shall call and preside at all meetings of the Board and the presiding officer shall, in the case of a tie vote, have the deciding vote.
- (2) Meetings of the Board shall be upon the written call of the chairman or upon the written request of any two members of the Board stating the reason for calling the meeting. R.R.O. 1960, Reg. 123, s. 19.

SECRETARY-TREASURER

20. The secretary-treasurer shall,
- (a) conduct the correspondence of the Board;

- (b) keep a true and accurate record of the minutes of all meetings of the Board;
- (c) notify all members of the Board of all meetings at least seven days in advance of such meetings;
- (d) keep a record of all osteopaths taking the examinations and the results of such examinations;
- (e) receive all moneys and securities and keep a proper record of all business transactions of the Board, the receipt and expenditure of all moneys and securities, and forthwith deposit all such moneys or securities received in such chartered bank as the Board selects; and
- (f) carry out such other duties as the Board from time to time directs. R.R.O. 1960, Reg. 123, s. 20.

21. All cheques of the Board shall be signed by the chairman or vice-chairman and the secretary-treasurer. R.R.O. 1960, Reg. 123, s. 21.

AUDITORS

22. The accounts of the Board shall be audited annually by a chartered accountant appointed by the Board. R.R.O. 1960, Reg. 123, s. 22.

Form 1

*The Drugless Practitioners Act*

APPLICATION FOR REGISTRATION AS AN OSTEOPATH BY EXAMINATION

Name.....

(surname)

(given name in full)

(If female).....

(any alteration in or change of name since registration of birth)

Address.....

(municipality)

(county)

(province)

.....

(home address)

(street address)

(business address)

Date of birth.....Age.....

Are you a British Subject?.....

(yes or no)

(by birth or naturalized)

Primary Education.....

(name of public or private schools attended)

Date of entrance to high school or collegiate.....

Names of high schools, collegiates, private schools, senior schools attended.....

Date of graduation.....  
(from high school or collegiate) (junior) (senior)

Department of Education certificate.....

Names of colleges or universities attended and standing attained.....

.....

.....

Dates of attendance.....

Osteopathic college attended.....

Length of course.....

(number of months) (total hours of lectures or instruction)

Date of graduation.....

If more than one school or college.....

(names) (locations)

.....

(number of months) (total hours of lectures or instruction)

I interned at.....

for..... from..... to.....

(months)

Post-graduate training..... from..... to.....

I have received special training in osteopathy and in respect thereof I hold certificates from.....

.....

(names of boards)

Three references as to character (names and addresses).....

.....

.....

.....

I am registered to practise in.....

(provinces or states)

.....

(signature of applicant)

AFFIDAVIT

TO: THE BOARD OF DIRECTORS OF OSTEOPATHY,  
Drugless Practitioners Act,  
Province of Ontario.

I,.....of.....

in the.....County of.....



do solemnly declare that to the best of my knowledge and belief the completed form hereto affixed is correct and true. And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the.....of.....  
this.....day of....., 19....  
.....  
(a Commissioner, etc.)

R.R.O. 1960, Reg. 123, Form 1.

Form 2

*The Drugless Practitioners Act*  
CERTIFICATE OF EDUCATION IN  
OSTEOPATHIC MEDICINE

I,.....  
(name)  
head of the teaching staff of.....  
(school or college)  
hereby certify that.....  
(name of graduate)

has successfully completed the course in osteopathic  
medicine at.....  
(school or college)  
Date.....day of....., 19....  
.....  
(signature)

R.R.O. 1960, Reg. 123, Form 2.

## REGULATION 233

### under The Drugless Practitioners Act

#### PHYSIOTHERAPISTS

##### INTERPRETATION

#### 1. In this Regulation,

- (a) "Board" means the Board of Directors of Physiotherapy;
- (b) "secretary-treasurer" means the secretary-treasurer of the Board. O. Reg. 377/61, s. 1.

##### REGISTRATION

2. The secretary-treasurer shall maintain a register of persons admitted to practise as physiotherapists. O. Reg. 377/61, s. 2.

3.—(1) The secretary-treasurer shall register as a physiotherapist any person who,

- (a) is of good moral character;
- (b) is at least twenty-one years of age;
- (c) has passed the examinations prescribed under section 17; and
- (d) has paid the registration fee prescribed by section 7.

(2) The secretary-treasurer shall register as a physiotherapist any person, other than the persons referred to in subsection 1, who,

- (a) is the holder of a degree or a diploma in physiotherapy from,
  - (i) any university in Canada having a course that includes the requirements of section 26, or
  - (ii) The Chartered Society of Physiotherapy of the United Kingdom;
- (b) is a member of the Canadian Physiotherapy Association and has passed the examinations prescribed under section 17 or other examinations which, in the opinion of the Board, are equivalent thereto; and
- (c) is registered as a physiotherapist in a jurisdiction,
  - (i) outside Ontario under regulations similar to this Regulation, and

- (ii) in which persons registered as physiotherapists under the Act may register without examination,

and pays the registration fee prescribed by section 7. O. Reg. 377/61, s. 3.

4.—(1) The registration of a physiotherapist expires with the first Monday in February in each year.

(2) Where a physiotherapist pays the renewal fee prescribed by this Regulation on or before the date when his registration expires, the secretary-treasurer shall renew his registration for one year. O. Reg. 377/61, s. 4.

5.—(1) Where a registered physiotherapist fails to pay the renewal fee on or before the expiry date, his name shall be struck from the register, and the secretary-treasurer shall notify the physiotherapist by registered mail addressed to his latest address shown on the register that his registration has expired.

(2) Where a physiotherapist whose registration has expired pays the fee prescribed by clause *d* of section 7, the secretary-treasurer shall re-register the physiotherapist. O. Reg. 377/61, s. 5.

6. Where a physiotherapist who ceases to practise in Ontario,

- (a) notifies the Board during the registration year in which he ceases to practise that he has ceased to practise; and
- (b) pays the renewal fee prescribed by clause *c* of section 7 for the registration year in which he resumes practise in Ontario,

the secretary-treasurer shall re-register the physiotherapist. O. Reg. 377/61, s. 6.

7. Subject to sections 8, 9 and 10, the fees to be paid by a physiotherapist are,

- (a) \$25 on registration;
- (b) \$2 for a certificate of registration;
- (c) \$10 on renewal of registration; and
- (d) \$15 on re-registration. O. Reg. 377/61, s. 7.

8.—(1) The fee to be paid by a physiotherapist who is blind is \$1 on registration and on renewal of registration.

- (2) The fee to be paid by a physiotherapist who,
- (a) pays the registration fee prescribed by clause *e* of section 7;
  - (b) is registered by the secretary-treasurer; and
  - (c) commences to practise after the 15th day of November in the year of his registration,

is \$1 on renewal of registration for the year next following his registration. O. Reg. 377/61, s. 8.

**9.—(1)** Where a physiotherapist,

- (a) is registered in a province that has provisions respecting the payment of fees by persons registered in Ontario that are similar to the provisions in this section; and
- (b) is registered under clause *c* of subsection 2 of section 3,

the registration fee is the renewal fee prescribed by clause *c* of section 7.

(2) The renewal fee to be paid by a physiotherapist referred to in subsection 1 for the year next following his registration in Ontario is \$1. O. Reg. 377/61, s. 9.

#### TEMPORARY REGISTER

**10.—(1)** The secretary-treasurer shall maintain a separate page in the register for duly qualified physiotherapists who apply to register for a period of time not exceeding six months.

(2) The fee to be paid by a physiotherapist upon registration under this section is \$15.

(3) Notwithstanding subsection 1 of section 4, the registration of a physiotherapist registered under this section expires six months after the date of registration. O. Reg. 377/61, s. 10.

#### DISCIPLINE

**11.—(1)** The Board may appoint an inspector who, on the direction of the Board, shall investigate a complaint that a physiotherapist has been guilty of misconduct or displayed such ignorance or incompetence as to render it desirable in the public interest that his registration be cancelled or suspended.

(2) The inspector shall make a written report to the Board of every investigation made by him. O. Reg. 377/61, s. 11.

**12.—(1)** After a hearing, the Board may suspend or cancel the registration of any person found guilty of misconduct or found to have been ignorant or incompetent.

(2) Before holding a hearing, the Board shall send by registered mail to the physiotherapist at his latest address shown on the register a notice,

- (a) giving,
  - (i) the details of the alleged misconduct, ignorance or incompetence, and
  - (ii) the nature of the evidence in support thereof; and
- (b) appointing the date, time and place for the hearing.

(3) The Board shall allow at least ten clear days between the date of sending the notice and the date fixed for the hearing.

(4) If the physiotherapist fails to attend the hearing on the date and at the time and place appointed, the hearing may proceed and a decision may be made in his absence.

(5) The hearing shall be stenographically recorded.

(6) At the hearing, the physiotherapist is entitled to hear the evidence against him, to cross-examine thereon, to call witnesses in his behalf and to present his argument.

(7) The physiotherapist may be represented at the hearing by counsel or by an agent.

(8) Where the Board decides to suspend the registration, the period of suspension shall not be longer than one year.

(9) A majority of the members of the Board shall be present at a hearing and constitute a quorum.

(10) The decision of a majority of the members of the Board present is the decision of the Board.

(11) In the case of an equality of votes, the complaint made against the physiotherapist shall be dismissed.

(12) Every decision of the Board shall be in writing, and notice of every decision shall be sent by registered mail to the physiotherapist at his latest address shown on the register or, where he is represented by counsel, to his counsel. O. Reg. 377/61, s. 12.

#### DESIGNATION

**13.** No person other than a physiotherapist registered under the Act shall advertise or use any title or add any affix to his name signifying that he is qualified to practise as a physiotherapist. O. Reg. 377/61, s. 13.



14.—(1) As an occupational designation, physiotherapists may only describe themselves as physiotherapists or registered physiotherapists and may use the letters "Reg. Pht."

(2) Where a physiotherapist advertises or uses the words "clinic", "institute" or "health service", he shall include his name and the word "physiotherapy" or the word "physiotherapist".

(3) A physiotherapist may describe his qualifications or occupation in terms of the system of treatment that may be followed by physiotherapists as prescribed in the regulations.

(4) No physiotherapist shall describe or cause to be described his qualifications or occupation in a manner that suggests the qualities or effectiveness of his services or skill other than in the manner set out in subsections 1, 2 and 3. O. Reg. 377/61, s. 14.

#### ALLOWANCE FOR THE BOARD

15.—(1) Members of the Board shall be paid,

(a) a per diem allowance; and

(b) an allowance for travelling and living expenses,

while engaged on business of the Board, in the amounts prescribed by subsection 2.

(2) The allowance is,

(a) \$50 a day; and

(b) the actual amount spent in travelling and living expenses.

(3) The amount of the allowance paid under clause *a* of subsection 2 to each member shall not exceed \$600 in any one year.

(4) The Board may by resolution provide for the investment of the surplus revenue of the Board. O. Reg. 377/61, s. 15.

16. The accounts of the Board shall be audited annually by a chartered accountant. O. Reg. 377/61, s. 16.

#### EXAMINATIONS

17.—(1) The Board shall prescribe examinations for the admission of physiotherapists to practise in Ontario upon the subjects prescribed by subsection 2.

(2) The subjects for examination are,

(a) anatomy and physiology;

(b) theory of treatment by massage, manipulation and movement;

(c) electrotherapy;

(d) anatomy and surface marking;

(e) massage and remedial exercises; and

(f) electrotherapy and its application.

(3) The examination on the subjects mentioned in,

(a) clauses *a* to *c* of subsection 2 shall be written; and

(b) clauses *d* to *f* of subsection 2 shall be oral. O. Reg. 377/61, s. 17.

18.—(1) The Board shall conduct or cause to be conducted examinations at least once a year.

(2) The Board shall conduct or cause to be conducted supplemental examinations within six months of the holding of the examinations under subsection 1. O. Reg. 377/61, s. 18.

19.—(1) Any person who,

(a) is of good moral character;

(b) is the holder of an Ontario Secondary School Graduation Diploma with nine papers of Grade 13, or an equivalent certificate as determined by the Minister of Education for Ontario; and

(c) has graduated from a school or college referred to in section 26,

may apply to the secretary-treasurer as a candidate for the examinations.

(2) Application for examination shall be made in Form 1 to the secretary-treasurer at least thirty days before the examination is to be held.

(3) The application shall be accompanied by,

(a) two letters testifying as to good moral character;

(b) an Ontario Secondary School Graduation Diploma with nine papers of Grade 13 or an equivalent certificate as determined by the Minister of Education for Ontario;

(c) a certificate in Form 2 from the head of the teaching staff of a school or college referred to in section 26 or, if the applicant is unable to produce a certificate in Form 2, a statement in Form 3; and

(d) the examination fee prescribed by section 22.

(4) The Board shall review the application and, if it finds that the application complies with the provisions of this Regulation, it shall inform the secretary-treasurer and the secretary-treasurer shall notify the candidate of the date, time and place fixed for the examination. O. Reg. 377/61, s. 19.

20.—(1) A person who has,

(a) been notified under subsection 4 of section 19; and

(b) paid the fee prescribed by section 22, may try the examinations.

(2) A person who has,

(a) tried the examinations;

(b) failed in not more than one subject; and

(c) paid the fee prescribed by section 22,

may try at a supplemental examination the subject in which he has failed.

(3) A person,

(a) whose native language is not English; and

(b) who,

(i) has attended courses of instruction in physiotherapy in a jurisdiction other than one of the provinces of Canada,

(ii) is qualified as prescribed by section 26 to try the examinations,

(iii) has been notified under subsection 4 of section 19, and

(iv) has paid the fee prescribed by section 22,

may try the examinations in two groups not more than six months apart. O. Reg. 377/61, s. 20.

21. A candidate for examination or supplemental examination shall be allowed,

(a) 2½ hours for each subject written; and

(b) a maximum of one hour for each oral examination. O. Reg. 377/61, s. 21.

22. A candidate referred to in section 21 shall pay a fee for examinations not exceeding,

(a) \$45 for the examinations; and

(b) \$25 for the supplemental examinations. O. Reg. 377/61, s. 22.

#### EXAMINERS

23.—(1) At least one month before the date of an examination or supplemental examination, the Board shall appoint sufficient examiners, including a presiding examiner, to conduct the examination.

(2) No person shall be appointed as a presiding examiner unless he is a member of the Board or a representative appointed by the Board. O. Reg. 377/61, s. 23.

24. The Board shall pay a presiding examiner or an examiner,

(a) \$15 for each examination over which the examiner presides;

(b) \$25 for each half day or less during which the examiner conducts oral or practical examinations;

(c) an amount equal to the amount spent by the examiner for travelling and living expenses while acting as examiner; and

(d) \$3 for each written examination paper that the examiner reads and marks. O. Reg. 377/61, s. 24.

25.—(1) The Board or the representatives appointed by it shall,

(a) prepare the examination questions for each subject; and

(b) conduct the examination at the time set by the Board.

(2) No examination question shall be submitted to a candidate for examination unless it has been approved by the Board. O. Reg. 377/61, s. 25.

#### QUALIFICATIONS OF APPLICANTS FOR EXAMINATIONS

26.—(1) An applicant for examination shall complete a course of not less than 2,600 hours of instruction in a school or college that conducts a course in physiotherapy.

(2) The course of instruction shall include,

(a) theoretical and clinical instruction in,

(i) anatomy,

(ii) chemistry,

(iii) electrotherapy and physics,

(iv) first aid,

(v) gymnastics and recreation,



- (vi) hydrotherapy,

(vii) massage and hospital technique,

(viii) medical and surgical conditions,

(ix) physiology,

(x) psychology and psychiatry, and

(xi) remedial exercises and methods of rehabilitation; and
- (b) clinical experience and training of not less than 1,000 hours under the supervision of a physiotherapist in a public hospital approved under *The Public Hospitals Act*.

(3) The course of instruction in anatomy shall not be less than 250 hours and shall include dissection performed or caused to be performed by the instructor and the use of cadavers or parts thereof prepared by the instructor. O. Reg. 377/61, s. 26.

Form 1

*The Drugless Practitioners Act*

APPLICATION FOR REGISTRATION AS A  
PHYSIOTHERAPIST BY EXAMINATION

To: The Secretary-Treasurer,  
Board of Directors of Physiotherapy.

I, .....  
(name)  
.....  
(address)

apply for registration as a physiotherapist and in support submit the following information:

1. Date and place of birth: .....
2. Address: .....  
(post office) (province)
3. My preliminary education comprised:  
.....  
.....
4. I graduated from the .....  
school or college at .....

5. I attended the following lectures at the school or college mentioned in paragraph 4 and I hold certificates in the following optional courses:

.....  
.....

Date ..... day of ....., 19..

.....  
(signature of applicant)

O. Reg. 377/61, Form 1.

Form 2

*The Drugless Practitioners Act*

CERTIFICATE OF EDUCATION IN  
PHYSIOTHERAPY

I, .....  
(name)

head of the teaching staff of .....  
(school or college)

hereby certify that .....  
(name of graduate)

has successfully completed the course in physiother-  
apy at .....  
(school or college)

Date ..... day of ....., 19..  
.....  
(signature)

O. Reg. 377/61, Form 2.

Form 3

*The Drugless Practitioners Act*

STATEMENT OF QUALIFICATIONS

I, .....  
of the ..... of .....  
in the ..... of .....  
state that:

1. I am an applicant for examination for registration as a physiotherapist.



2. I am unable to obtain and produce the Certificate of Education in Physiotherapy in Form 2 for the following reasons:

.....  
.....  
.....

3. I attended and successfully completed a course in physiotherapy, which course included all of the matters set out in section 26 of Regulation 233 of Revised Regulations of Ontario, 1970 for Physiotherapists. This course was attended by

me at.....  
and I successfully completed the course in the  
year 19.... and obtained a diploma or degree  
as evidence thereof.

Dated at.....this.....day of....., 19..

.....  
(signature of applicant)

O. Reg. 377/61, Form 3, *amended*.

## REGULATION 234

### under The Edible Oil Products Act

#### GENERAL

1. In this Regulation, "designated product" means an edible oil product designated under section 2. R.R.O. 1960, Reg. 125, s. 1.

#### DESIGNATED PRODUCTS

##### 2. Products that,

- (a) do not contain a dairy product; and
- (b) are manufactured by any means by which fat or oil, other than that of milk, has been processed or mixed or blended with one or more other ingredients so that the resultant product is an imitation of, or resembles, any dairy product,

are designated edible oil products to which the Act applies. R.R.O. 1960, Reg. 125, s. 2.

#### LICENCES

3.—(1) Every person who manufactures designated products is required to be the holder of a licence in Form 2 in respect of each location at which he manufactures designated products.

(2) An application for a licence to manufacture designated products shall be in Form 1.

(3) A licence to manufacture designated products shall be in Form 2.

(4) The fee for a licence in Form 2 is \$500 in respect of each location at which designated products are manufactured and shall accompany the application for the licence. O. Reg. 86/68, s. 1.

4.—(1) A licence to sell by wholesale a designated product shall be issued only upon an application therefor in Form 3.

(2) A licence to sell by wholesale a designated product shall be in Form 4.

(3) The fee for a licence to sell by wholesale a designated product is \$5 and shall accompany the application. R.R.O. 1960, 125, s. 4.

5.—(1) A licence expires with the 31st day of December of the year for which it is issued.

(2) Licences are not transferable. R.R.O. 1960, Reg. 125, s. 5.

6.—(1) The Minister may, after a hearing, suspend or cancel a licence for any contravention of the Act or of this Regulation. R.R.O. 1960, Reg. 125, s. 6 (1), *amended*.

(2) Before holding a hearing, the Minister shall send by registered mail to the licensee at his address shown on his application for the licence a notice,

- (a) giving the details of the alleged contravention and the nature of the evidence in support thereof; and
- (b) appointing the date, time and place for the hearing. R.R.O. 1960, Reg. 125, s. 6 (2), *amended*.

(3) The Minister shall allow at least seven clear days between the date of sending the notice and the date of the hearing.

(4) If the licensee fails to attend the hearing on the date and at the time and place appointed, the hearing may proceed and a decision may be made in his absence,

(5) At the hearing the licensee is entitled to hear the evidence against him, to cross-examine thereon, to call witnesses in his behalf and to present his argument.

(6) The licensee may be represented at the hearing by counsel or by an agent.

(7) Where the Minister decides to suspend the licence, the period of suspension shall not be longer than thirty days. R.R.O. 1960, Reg. 125, s. 6.

#### ADVERTISING AND LABELLING

7.—(1) No person shall make an untrue claim by word or design in respect of a designated product in an advertisement or on the label of a container.

(2) No advertisement respecting a designated product and no label on a container of a designated product shall,

- (a) state or imply that the designated product has a relation to any dairy product;
- (b) use a dairy term or expression; or
- (c) depict a dairy scene.

(3) The words "an edible oil product" shall appear in every advertisement respecting a designated product and on every label of every container for the product.

(4) Where the name or trade-name of a designated product appears in an advertisement respecting, or on the label of a container of, a designated product, the words "an edible oil product" shall,

- (a) immediately follow the name or trade-name; and
- (b) be in letters not smaller than those in the name or trade-name.

(5) Every container of a designated product shall have legibly displayed thereon the percentage of each ingredient.

(6) No person shall display for sale at retail a designated product,

- (a) among dairy products;
- (b) in a compartment used mainly for display of dairy products; or
- (c) in a manner that implies the designated product has a relation to any dairy product. R.R.O. 1960, Reg. 125, s. 7.

#### RECORDS

8.—(1) Every manufacturer of a designated product shall keep records showing,

- (a) the ingredients and the amounts thereof used in the manufacture of the designated product;
- (b) the quantities of the designated product that he has manufactured, sold and retained in storage; and
- (c) the names and addresses of all persons to whom he has sold the designated product.

(2) Every wholesaler of a designated product shall keep records showing,

- (a) the quantities of the designated product in storage and sold; and
- (b) the names and addresses of persons to whom he has sold the designated product.

(3) Every manufacturer or wholesaler shall maintain the records made under subsection 1 or 2, as the case may be, for a period of not less than twelve months. R.R.O. 1960, Reg. 125, s. 8.

#### POWERS AND DUTIES OF INSPECTORS AND ANALYSTS

9.—(1) For the purpose of making an inspection an inspector may, at all reasonable hours, enter,

- (a) premises where a designated product is manufactured, stored, held for transport or delivery or sold; and

(b) conveyances being used for transport or delivery of,

- (i) a designated product, and
- (ii) edible oil products used in the manufacturing of a designated product.

(2) In making an inspection an inspector may examine,

- (a) apparatus and equipment used in the manufacturing and packaging of a designated product;
- (b) materials or substances used in the manufacturing and packaging of a designated product; and
- (c) records kept under subsection 1 or 2 of section 8. R.R.O. 1960, Reg. 125, s. 9.

10.—(1) An inspector may obtain samples of a designated product in quantities sufficient for having an analysis made.

(2) Where an inspector obtains a sample of a designated product, he shall,

- (a) make a report in Form 5 to the Minister; and
- (b) deliver a copy of the report to the person in charge of the premises.

(3) Where an analyst makes an analysis of the sample obtained by an inspector of a designated product, he shall make a report to the Minister in Form 6. R.R.O. 1960, Reg. 125, s. 10.

#### DETENTION OF EDIBLE OIL PRODUCTS

11.—(1) Where an inspector finds an edible oil product that he has reasonable grounds to suspect does not comply with the Act and this Regulation, he may place the edible oil product under detention for such period of time as is necessary for analysis,

- (a) under the supervision of the inspector, by an analytical chemist who ordinarily makes examinations and analyses for the manufacturer of the edible oil product; or
- (b) by an analyst, including the time required for the issuance of his report.

(2) Where an inspector finds after analysis an edible oil product that does not comply with the Act and this Regulation, he may place the edible oil product under detention. R.R.O. 1960, Reg. 125, s. 11.



12. Where an inspector has placed an edible oil product under detention he shall attach to the container or package of containers a numbered detention tag in Form 7 having in bold type the words "edible oil product under detention", and no person shall sell, offer for sale, move or allow or cause to be moved the edible oil product, container or package of containers or remove the detention tag without the written authority of an inspector or of the Minister. R.R.O. 1960, Reg. 125, s. 12.

13. Where an inspector is satisfied that an edible oil product, container or package of containers that has been placed under detention complies with the Act and this Regulation, he may release the edible oil product, container or package of containers from detention by removing the detention tag. R.R.O. 1960, Reg. 125, s. 13.

CONFISCATION OF EDIBLE OIL PRODUCTS

14.—(1) Where an edible oil product does not comply with the Act and this Regulation and,

- (a) the edible oil product was placed under detention;
- (b) the inspector delivered or sent by registered mail a copy of his report in Form 5 to the person in charge of the premises where the edible oil product is under detention and to the manufacturer whose name, if any, appears on the container or package of containers; and
- (c) a period of not less than thirty days has elapsed from the delivery or sending of the inspector's report in Form 5,

the edible oil product is confiscated and becomes the property of the Crown in right of Ontario. R.R.O. 1960, Reg. 125, s. 14 (1).

(2) Where an edible oil product has been confiscated, it may be sold or otherwise disposed of as the Minister may direct, and the money, if any, derived there from is payable to Her Majesty in right of Ontario. R.R.O. 1960, Reg. 125, s. 14 (2), *amended*.

Form 1

*The Edible Oil Products Act*

APPLICATION FOR LICENCE TO MANUFACTURE DESIGNATED PRODUCTS

To: The Minister of Agriculture and Food,  
Parliament Buildings,  
Toronto.

.....  
(name of applicant)

.....  
(address)

applies for a licence to manufacture designated products under *The Edible Oil Products Act* and the regulations, and in support of this application the following facts are stated:

- 1. Name.....  
(Give name of person, partnership or corporation, and if partnership, give names of all partners)
- 2. Business address.....
- 3. Name of manufacturing plant.....
- 4. Address of manufacturing plant.....
- 5. Name of manager of plant (if any).....
- 6. Name or trade-name of each designated product.....
- 7. Ingredients and percentages thereof of each designated product.....
- 8. The licence fee of \$500 accompanies this application.

.....  
(signature of applicant)

R.R.O. 1960, Reg. 125, Form 1, *amended*; O. Reg. 86/68, s. 2.

Form 2

*The Edible Oil Products Act*

Year..... No.....

MANUFACTURER'S LICENCE

Under *The Edible Oil Products Act*, and the regulations, and subject to the limitations thereof, this licence is issued to:

.....  
(name)

.....  
(address)

to manufacture designated products at.....  
(location)

This licence expires with the 31st day of December,

19....

Issued at Toronto, the.....day of.....,  
19....

.....  
Minister of Agriculture and Food

R.R.O. 1960, Reg. 125, Form 2, *amended*; O. Reg.  
86/68, s. 3.

**Form 3**

*The Edible Oil Products Act*

APPLICATION FOR LICENCE TO SELL BY  
WHOLESALE DESIGNATED PRODUCTS

To: The Minister of Agriculture and Food,  
Parliament Buildings,  
Toronto.

.....  
(name of applicant)

.....  
(address)

applies for a licence to sell by wholesale designated  
products under *The Edible Oil Products Act*, and the  
regulations, and in support of this application, the  
following facts are stated:

1. Name.....  
(Give name of person, partnership or  
corporation, and if partnership, give  
names of all partners)
2. Address of head office.....
3. Name of manager.....
4. Business address.....
5. Name or trade-name of each designated product  
.....
6. Ingredients and percentages thereof of each  
designated product.....  
  
.....  
(signature of applicant)

By.....  
(title of official signing if  
a partnership or corporation)

R.R.O. 1960, Reg. 125, Form 3, *amended*.

**Form 4**

*The Edible Oil Products Act*

Year..... No.....

WHOLESALE'S LICENCE

Under *The Edible Oil Products Act*, and the regula-  
tions, and subject to the limitations thereof, this  
licence is issued to:

.....  
(name)

.....  
(address)

to sell by wholesale designated products.

This licence expires with the 31st day of December,  
19....

Issued at Toronto, the.....day of.....,  
19....

.....  
Minister of Agriculture and Food

R.R.O. 1960, Reg. 125, Form 4, *amended*.

**Form 5**

*The Edible Oil Products Act*

REPORT OF INSPECTOR TO THE  
MINISTER OF AGRICULTURE AND FOOD

1. Date of inspection.....
2. Premises.....
3. Location.....  
(address)
4. Person in charge of premises.....  
(name and position)
5. Description of designated product.....  
.....
6. Name or trade-name.....
7. Ingredients and percentages thereof listed on  
container of designated product.....  
.....
8. Quantity in sample.....

- 9. Price paid for sample.....
- 10. Identification mark on label of container of sample.....
- 11. Manufacturer.....
- 12. Was detention effected?.....If so, amount under detention.....
- 13. Detention Tag No.....
- Date.....  
(signature of inspector)

R.R.O. 1960, Reg. 125, Form 5, *amended*.

**Form 6**

*The Edible Oil Products Act*

**REPORT OF ANALYST TO THE  
MINISTER OF AGRICULTURE AND FOOD**

- 1. Date and time of receipt of sample.....
- 2. Condition of sample when received.....
- 3. Name of manufacturer or trade-name on label of container of designated product.....
- 4. Quantity in sample.....
- 5. From whom received.....  
(name and address)
- 6. Identification mark on label of container of sample.....
- 7. Date of analysis of sample.....

**RESULTS OF EXAMINATION AND ANALYSIS**

- 1. I found the sample has the following component parts and percentages thereof: i. Refined oils of animal, fish, marine-animal or vegetable, origin or any combination thereof.....per cent,
- ii. Water.....per cent, and iii. Other parts and percentages.....
- .....

- 2. I found by analysis of the designated product in the sample the following values: i. Iodine value.....
- ii. Index of refraction..... iii. Saponification value..... iv. Reichert-Meisal value.....
- v. Polenske value..... vi. Kirschner value.....
- vii. Acid value.....

I certify that the sample is.....for  
(fit or unfit)  
human consumption.

Date.....  
(signature of analyst)

R.R.O. 1960, Reg. 125, Form 6, *amended*.

**Form 7**

*The Edible Oil Products Act*

**EDIBLE OIL PRODUCT UNDER DETENTION**

Detention Tag No.....

Under *The Edible Oil Products Act*, and the regulations, I have placed under detention\* the edible oil product in the container or package of containers to which this tag is attached.

Date.....  
(signature of inspector)

\*Subsection 1 of section 12 of the regulations reads as follows:

Where an inspector has placed an edible oil product under detention he shall attach to the container or package of containers a numbered detention tag in Form 7 having in bold type the words "edible oil product under detention", and no person shall sell, offer for sale, move or allow or cause to be moved the edible oil product, container or package of containers or remove the detention tag without the written authority of an inspector or of the Minister.  
R.R.O. 1960, Reg. 125, Form 7, *amended*.





## REGULATION 235

### under The Elderly Persons Centres Act

#### GENERAL

#### 1. In this Regulation,

- (a) "architect" means an architect who is a member in good standing of the Ontario Association of Architects;
- (b) "professional engineer" means a professional engineer who is a member in good standing of the Association of Professional Engineers of the Province of Ontario. O. Reg. 87/68, s. 1.

2.—(1) The corporations listed in Schedule 1 are approved for the purposes of the Act.

(2) The centres listed in Schedule 2 are approved for the purposes of the Act. O. Reg. 134/69, s. 1, *part*.

3. Every building or part thereof used as an approved centre shall be so constructed, used, furnished or equipped as to comply with,

- (a) the laws affecting the health of the inhabitants of the municipality in which the centre is located;
- (b) any rule, regulation, direction or order of the local board of health and any direction or order of the local medical officer of health;
- (c) any by-law of the municipality in which the centre is located or other law for the protection of persons from fire hazards; and
- (d) any restricted area, standard of housing or building by-law passed by the municipality in which the centre is located pursuant to Part III of *The Planning Act*, or any predecessor thereof. O. Reg. 134/69, s. 1, *part*.

4. Where an approved corporation, without having obtained the written approval of the Minister, changes the site of or structurally alters, sells, leases, mortgages or disposes of any interest in a centre for which payment of a capital grant has been received under subsection 1 of section 4 of the Act, the approved corporation shall be liable to repay the amount of the grant as a debt,

- (a) deductible from any money payable to the approved corporation by the Province of Ontario under the authority of any Act; or
- (b) that may be sued for in a court of competent jurisdiction. O. Reg. 134/69, s. 1, *part, amended*.

5.—(1) The amount of a capital grant for the erection, alteration, extension, renovation or acquisition of a building or premises for use as a centre shall be 30 per cent of the cost thereof as determined in Form 2.

(2) The capital cost of furnishing or equipping a building or premises erected, altered, extended, renovated or acquired may be included in computing the cost thereof for the purpose of the grant. O. Reg. 87/68, s. 2.

6.—(1) An application for a capital grant under subsection 1 of section 4 of the Act shall be made in triplicate in Form 1.

(2) An applicant for a grant under subsection 1 of section 4 of the Act in respect of the erection, alteration or extension of a building or premises for use as a centre shall file with the Minister two copies of,

- (a) the site plan showing the location of the building or premises on the site; and
- (b) the plans and specifications, prepared by an architect, showing the construction, equipment and arrangements of the centre.

(3) An applicant for a grant under subsection 1 of section 4 of the Act in respect of the acquisition of a building or premises for use as a centre shall file with the Minister two copies of,

- (a) the site plan showing the location of the building or premises on the site; and
- (b) a structural sketch showing the area or areas in the building or premises to be used as the centre. O. Reg. 87/68, s. 3.

7.—(1) A payment in respect of a capital grant under subsection 1 of section 4 of the Act shall not be made unless the recipient applies for the payment in triplicate in Form 2. O. Reg. 87/68, s. 4 (1).

(2) The application in Form 2 shall be accompanied by,

- (a) the certificate of an authorized officer of the board of directors of the approved corporation operating the centre stating,
- (i) the actual total cost to the corporation of the erection, alteration, extension, renovation or acquisition,

- (ii) that all accounts applicable to the erection, alteration, extension, renovation or acquisition have been paid,
- (iii) that all refundable sales tax has been taken into account, and
- (iv) that the council of the municipality in which the building or premises is situate, or the council of that municipality together with the councils of one or more contiguous municipalities, has directed payment to the corporation of an amount equal to at least 20 per cent of the amount referred to in subclause i; and

(b) the certificate of an architect or a professional engineer, in triplicate, in Form 3, certifying that the erection, alteration, extension or acquisition of the building or premises is completed in accordance with the plans or structural sketch approved by the Minister and that the building or premises is ready for use and occupancy as a centre. O. Reg. 87/68, s. 4 (2).

(3) Notwithstanding subsection 2, an amount up to one-half of the estimated total capital grant payable under subsection 1 of section 4 of the Act in connection with the construction of a new building or the construction of an extension to an existing building, may be paid when an architect or professional engineer certifies in Form 3 that the construction is at least 50 per cent complete and the Minister is satisfied that the council of the municipality in which the building or premises is situate, or the council of that municipality together with the councils of one or more contiguous municipalities, has directed payment to the approved corporation of a proportionate share of the required 20 per cent of the estimated total capital cost of the construction. O. Reg. 87/68, s. 4 (3); O. Reg. 134/69, s. 2.

8. A grant may be made under section 5 of the Act to an approved corporation that provides in an approved centre a program of services for elderly persons approved by the Minister, but in no case shall the total grant exceed \$5,000 during any twelve month period ending on the 31st day of March. O. Reg. 87/68, s. 5.

9. An approved corporation shall in respect of every approved centre operated by it,

- (a) provide a program of services approved by the Minister;
- (b) provide, when requested by the Minister, a letter from the local fire chief stating that the premises meet all the requirements of any statute, regulation or by-law for the protection from fire of persons using the premises;

(c) establish requirements and policies for the admission of elderly persons to the facilities and services of a centre that are satisfactory to the Minister;

(d) keep separate books of account,

(i) setting forth the revenues and expenditures of the centre,

(ii) containing a separate record of the moneys received by the centre from sources other than under the Act, and

(iii) that are audited at least once a year by a licensed public accountant; and

(e) furnish to the Minister each year the financial statement of the centre for the immediately preceding year together with a report of a licensed public accountant stating whether in his opinion,

(i) he has received all the information and explanations he has required,

(ii) the financial statement is in accordance with the books and records of the centre and the approved corporation, and

(iii) the financial statements have been prepared in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year,

and such other financial and statistical information as the Minister may require. O. Reg. 134/69, s. 1, *amended*.

#### Schedule 1

1. The Baycrest Day Care Centre
2. Brant Senior Citizens Day Centre
3. Burlington Senior Citizens Corporation
4. The City of Kitchener Municipal Recreation Facility Committee Incorporated
5. The Corporation of the City of St. Catharines
6. The Good Companions
7. The Greater Windsor Senior Citizen Centre Association
8. Harmony Hall & Senior Citizens Centennial Centre
9. Kiwanis Club of Forest City (London)



- 10. North Bay Golden Age Club
- 11. Leamington and District Half-Century Club
- 12. Oshawa Senior Citizens' Centre
- 13. The St. Christopher House
- 14. The Second Mile Club of Toronto
- 15. Senior Citizens Association of Peterborough
- 16. The Sisters of St. Joseph of the Diocese of Hamilton
- 17. Stratford-Kiwanis Senior Citizens Centre
- 18. Toronto Avenue Road Lions Club
- 19. Wood Green Community Centre O. Reg. 134/69, s. 3; O. Reg. 3/70, s. 1; O. Reg. 157/70, s. 1; O. Reg. 408/70, s. 1; O. Reg. 532/70, s. 1.

Schedule 2

- 1. Avenue Road Lions Club Senior Citizens Day Centre, 396 Melrose Ave., Toronto
- 2. Baycrest Day Care Service, 3560 Bathurst St., Toronto
- 3. Brant Senior Citizens Day Centre, 25 Charlotte St., Brantford
- 4. Burlington Senior Citizens (Community Centre), 519 Drury Lane, Burlington
- 5. Forest City Kiwanis Senior Community Recreation Centre, 78 Dundas St. W., London
- 6. Golden Age Centre, 274 McIntyre Street East, North Bay
- 7. The Good Companions Elderly Persons' Centre, 670 Albert Street, Ottawa
- 8. Harmony Hall and Senior Citizens Centennial Centre, 2 Gower Street, Toronto
- 9. Leamington and District Half-Century Club, 160 Talbot Street East, Leamington
- 10. Oshawa Senior Citizens' Centre, John Street, Oshawa
- 11. The St. Christopher House, 67 Wales Ave., Toronto
- 12. St. Joseph's Villa, Overfield Road, Dundas
- 13. Second Mile Club of Toronto, 192 Carlton St., Toronto
- 14. Senior Citizens Centre, 65 Elliott St. E., Windsor

- 15. Senior Citizens' Recreation Centre, 20 Betzner Avenue South, Kitchener
- 16. Senior Citizens' Recreation Centre, 59 McDonnel St., Peterborough
- 17. Senior Citizens Social and Recreation Centre, Dunlop Drive at Niagara St., St. Catharines
- 18. The Stratford Kiwanis Senior Citizens Centre, 30 Rebecca Street, Stratford
- 19. Wood Green Community Centre, 835 Queen Street East, Toronto O. Reg. 134/69, s. 3; O. Reg. 3/70, s. 2; O. Reg. 157/70, s. 2; O. Reg. 408/70, s. 2; O. Reg. 532/70, s. 2.

Form 1

The Elderly Persons Centres Act

APPLICATION FOR A CAPITAL GRANT

1. The.....  
(name of corporation)  
.....  
(address)  
incorporated under the laws of Ontario without  
share capital and with objects of a charitable  
nature on ....., 19...  
(date)

hereby applies for a capital grant under sub-  
section 1 of section 4 of *The Elderly Persons  
Centres Act*, in respect of the:

(check (✓) where applicable)

- ☐ erection ☐ alteration
- ☐ extension ☐ renovation
- ☐ acquisition

of a building(s) or premises for use as a centre,  
(a) known or to be known as:  
.....;  
(name of centre)  
(b) situated or to be situated at:  
.....; and  
(address)  
(c) consisting or to consist of ..... building(s).

2. The estimated capital cost of the Centre is as follows:

(a) for the building(s) or premises \$.....

(b) for equipment or furnishings \$.....

TOTAL..... \$.....

3. The Corporation intends to finance this cost in the following manner:

(a) from funds of the Corporation \$.....

(b) grant from municipality or municipalities (at least 20% of cost)..... \$.....

(c) provincial grant (30% of cost) \$.....

(d) TOTAL CAPITAL COST..... \$.....

4. The Corporation expects that the building(s) or premises will be ready for use as a centre on or about the ..... day of .....  
19....

Dated at.....,

this ..... day of

....., 19....

.....  
(signature of authorized  
officer of the Corporation)

O. Reg. 87/68, Form 1.

**Form 2**

*The Elderly Persons Centres Act*

**APPLICATION FOR PAYMENT OF  
A CAPITAL GRANT**

(check (✓) where applicable)

The.....  
(name of corporation)

.....  
(address)

hereby applies for payment of a capital grant under subsection 1 of section 4 of *The Elderly Persons Centres Act* in the amount of

\$.....

as calculated under ☐ Part I (below) or ☐ Part II (below).

**PART I**

**TO BE USED WHERE THE APPROVED  
CAPITAL PROJECT IS COMPLETED**

1. NAME OF CENTRE.....

ADDRESS.....

The capital grant applied for is in respect of:

(a) ☐ erection;

☐ alteration;

☐ extension;

☐ renovation; or

☐ acquisition,

of a building or premises for  
use as a centre costing..... \$.....

(b) Cost of equipment and fur-  
nishings..... \$.....

(c) TOTAL CAPITAL COST..... \$.....

2. Calculation of capital grant:

(a) Total capital cost shown in  
clause c of item 1..... \$.....

(b) The municipality (muni-  
cipalities) of

.....  
.....  
.....

has (have) directed payment  
to the Corporation of the  
amount of (at least 20%  
of the amount shown in  
clause a of this item)..... \$.....

(c) Provincial grant (not exceed-  
ing 30% of the amount shown  
in clause a of this item).... \$.....

Less: Grant applied for in  
prior application for  
payment of capital  
grant dated.....

....., 19.... \$.....

Capital grant applied for... \$.....

3. The above-mentioned project was completed on  
....., 19....

Application for the capital grant was made in  
Form 1 on ....., 19....

4. I certify that:

- (a) Application for the grant requested above has not previously been made;
- (b) The total capital cost is as shown in clause c of item 1 and clause a of item 2 above;
- (c) All accounts applicable to the cost of construction or acquisition have been paid;
- (d) All refundable sales tax has been taken into account; and
- (e) The council of the municipality (municipalities) referred to in clause b of item 2 has (have) directed payment to the Corporation of the amount shown in clause b of item 2 above.

Dated at ..... this .....  
day of ....., 19....

.....  
(signature of authorized  
officer of the corporation)

PART II

TO BE USED WHERE THE APPROVED  
CAPITAL PROJECT IS AT LEAST 50%  
COMPLETE

1. NAME OF CENTRE .....  
ADDRESS .....

The capital grant applied for is in respect of

☐ erection or ☐ extension

of a building or premises to be used as

a centre costing ..... \$.....

2. Calculation of capital grant:

(a) Estimated capital cost..... \$.....

(b) The municipality (municipalities) of  
.....  
.....  
.....  
.....

has (have) directed payment  
to the Corporation of the  
amount of ..... \$.....

(c) Provincial grant (15% of the  
amount shown in clause a of  
item 2). ..... \$.....

3. (a) Application for the capital  
grant was made in Form 1 on  
....., 19....

(b) The actual capital cost to  
date is ..... \$.....

4. I certify that:

- (a) An application for the grant requested above has not previously been made;
- (b) The actual total capital cost to date to the Corporation is as shown in clause b of item 3 above; and
- (c) The council of the municipality (municipalities) referred to in clause b of item 2 of Part I has (have) directed payment of the amount shown in clause b of item 2 of this Part.

Dated at ..... this .....  
day of ....., 19....

.....  
(signature of authorized  
officer of the corporation)

DEPARTMENTAL USE ONLY

- ☐ Calculation checked ☐ Form 1 examined
- ☐ Prior Form 2 examined ☐ Form 3 examined  
(if applicable) (if applicable)

Dated....., 19.... Approved.....



**Form 3***The Elderly Persons Centres Act***CERTIFICATE OF ARCHITECT OR  
PROFESSIONAL ENGINEER**

I, ..... ,  
(full name)

a member in good standing of the:

(check (✓) one)

☐ Ontario Association of Architects

☐ Association of Professional Engineers of  
the Province of Ontario

hereby certify:

1. THAT I have personally and carefully inspected  
the building(s) or premises

(check (✓) one)

☐ erected

☐ altered

☐ extended

☐ acquired

and equipped by .....  
(name of corporation)

for use as a centre.

2. THAT the Centre, consisting of ..... building(s),

is situated at .....  
(address)

☐ is at least 50% completed

or ☐ is 100% completed and ready for use  
and occupancy.

3. THAT to the best of my knowledge, information  
and belief,

(a) the building(s) or premises conform(s) to:

(check (✓) one)

☐ the plans and specifications

☐ the structural sketch,

copies of which the authorized officers of  
the corporation inform me were filed with  
the Minister and subsequently approved  
by him;

(b) the capital cost of the centre to date is

\$.....; and

(c) the estimated total capital cost of the

centre will be \$.....

Dated at ..... ,

this ..... day of

....., 19....

.....  
(signature)

.....  
(address of professional  
office)

O. Reg. 87/68, Form 3.

REGULATION 236

under The Elderly Perons' Housing Aid Act

GRANTS

1. In this Regulation,

(a) "limited-dividend housing corporation" means a limited-dividend housing corporation that has been incorporated by or on behalf of a municipality or has been approved by a municipality and has had a loan made by it under the *National Housing Act* (Canada);

(b) "Minister" means the Minister of Trade and Development. R.R.O. 1960, Reg. 126, s. 1, *amended*.

2. Aid may be granted under the Act only to a limited-dividend housing corporation that,

- (a) files with the Minister two copies of,
  - (i) the site-plan of the project showing the location of the buildings on the site, and
  - (ii) the plans and specifications, prepared by an architect, showing the construction and equipment and the number and arrangements of dwelling units in each building; and

(b) makes an application therefor, in duplicate, in Form 1. R.R.O. 1960, Reg. 126, s. 2.

3. When a limited-dividend housing corporation has,

- (a) constructed, equipped and made ready for occupancy the housing units;
- (b) filed with the Minister,
  - (i) a certificate of an architect, in triplicate, in Form 2, and
  - (ii) a request for payment, in triplicate, in Form 3; and
- (c) satisfied the Minister as to the amount of aid payable to it under the Act,

the Minister shall pay the amount determined under clause c to the limited-dividend housing corporation. R.R.O. 1960, Reg. 126, s. 3.

Form 1

*The Elderly Persons' Housing Aid Act*

APPLICATION FOR AID

To: The Minister of Trade and Development, Parliament Buildings, Toronto.

1. The .....  
(name of limited-dividend housing corporation)
- (a) incorporated by or on behalf of the municipality of ..... , or  
(name of municipality)

(b) approved by the municipality of .....  
(name of municipality)

applies for aid to assist it in a project for the construction and equipment of low rental housing units for elderly persons.

2. The project,
- (a) is known as ..... ;  
(name of project)
  - (b) is situated at ..... ; and  
(general location)
  - (c) will consist of ..... housing units containing a total of ..... dwelling units shown on the plans and specifications attached hereto.  
(number) (number)

3. The estimated capital cost of the project is,
- (a) for construction ..... \$
  - (b) for equipment. ....
  - (c) total capital cost ..... \$

4. The corporation intends to finance this project in the following manner:

- i. Loan from Government of Canada under the *National Housing Act*, (Canada) ..... \$

ii. Municipal debentures.....\$

iii. Donations from public.....

iv. Grant from the Province of  
Ontario under this Act.....

v. Other sources (specify).....

.....

.....

Total.....\$

5. The corporation expects that the housing units in  
the project will be constructed, equipped and ready  
for occupancy about.....  
(date)

Dated at.....  
(postal address of corporation offices)

the.....day of....., 19....  
.....  
(signature of authorized officer  
of the corporation)

.....  
(signature of authorized officer  
of the corporation)

R.R.O. 1960, Reg. 126, Form 1, amended.

Form 2

*The Elderly Persons' Housing Aid Act*

ARCHITECT'S CERTIFICATE

To: The Minister of Trade and Development  
for Ontario:

I, .....  
(full name)  
a member of the Ontario Association of Architects  
in good standing certify:

1. That I have personally carefully inspected  
the low rental housing units for elderly persons  
located at.....  
(postal address)  
constructed and equipped by.....  
(name of corporation)  
and containing in all.....dwelling units.

2. That the dwelling units are now constructed,  
equipped and ready for occupancy.

3. That to the best of my knowledge, information  
and belief,

(a) the dwelling units conform to the plans  
and specifications, copies of which the  
authorized officers of the corporation inform  
me were filed with the Minister at the time  
of applying for aid; and

(b) the proper capital cost of the project is as  
follows:

i. For construction.....\$

ii. For equipment.....

iii. Total.....\$

Dated this.....day of....., 19....  
.....  
(signature)  
.....  
(postal address of  
professional office)

R.R.O. 1960, Reg. 126, Form 2, amended.

Form 3

*The Elderly Persons' Housing Aid Act*

REQUEST FOR PAYMENT OF GRANT

Name of corporation.....

Name of project.....

To: The Minister of Trade and Development,  
Parliament Buildings, Toronto.

1. Under *The Elderly Persons' Housing Aid Act*  
and regulations, the corporation requests payment of  
\$....., calculated as in the Schedule.

2. Application for aid was made in Form 1 on  
.....  
(date)

3. The information in the Schedule is true and  
correct.

4. The certificate of.....dated  
(name of architect)  
....., hereto attached, relates to  
the housing units set forth in the Schedule.



Dated at.....this.....day of  
....., 19.....

.....  
(official title of corporation)

.....  
(signature of authorized officer  
of the corporation)

.....  
(signature of authorized officer  
of the corporation)

Schedule

1. ....housing unit(s) constructed, equipped,  
(number)  
and ready for occupancy located at  
.....  
(postal address)  
.....

2. The capital cost of the project is,  
(a) for construction. ....\$  
(b) for equipment. ....  
Total.....\$

3. Deduct the following amount which the corpora-  
tion has received, or will receive, toward the capital  
cost as a loan under the *National Housing Act*

(Canada).....\$

Total.....\$

4. i. The capital cost of the project to  
the corporation exclusive of that  
part of the capital cost that is  
financed by way of a loan under  
the *National Housing Act*,  
(Canada) is.....\$

ii. 50 per cent of this amount is ....\$

5. ....of units at \$500.....\$  
(number)

6. Amount of aid (the lesser of items 4 (ii)  
and 5).....\$



REGULATION 237

under The Election Act

FEES AND EXPENSES

1. The fees and expenses allowed under the Act are those set forth in the Schedule. O. Reg. 110/70, s. 1.

Schedule of Fees and Expenses

RETURNING OFFICER

Before a General Election

- 1.—(1) For all services connected with the revision of boundaries of polling subdivisions, when ordered by the Chief Election Officer to proceed therewith... \$ 500.00
- (2) For all services and expenses in the typewriting of the list of descriptions of polling subdivisions on paper 8½ inches x 14 inches, including required number of copies as per sample supplied, per original page.... 4.00
- (3) For all services connected with the selection and instruction of enumerators and any other duties to be performed before the issue of the writs for a general election, when approved by the Chief Election Officer.. 150.00
- (4) For storing enumerators' supplies and any expenses connected therewith, per month.. 10.00
- (5) For postage, telegrams, long distance tolls, maps, stationery and cartage of election supplies: the amounts actually charged, or shown by vouchers submitted to have been necessarily and reasonably paid.
- (6) For all services in drafting a "key to polling subdivisions" as per specimen supplied,
- (a) in wholly urban electoral districts..... 100.00
- (b) in electoral districts partly urban and partly rural: an amount to be determined by the Chief

Election Officer of not less than \$25.00 or more than \$100.00.

NOTE—In this subparagraph, "urban" means any city, town, village or improvement district having a population of at least 5,000, or a borough or township having a population of at least 10,000 or a borough or township which is adjacent to a city having a population of at least 100,000 and "rural" means any other municipality and territory without municipal organization.

- (7) For all services and expenses in the typewriting and reproduction of the "key to polling subdivisions" on paper 8½ inches x 14 inches including the required number of copies, per original page..... \$ 4.00

NOTE—The returning officer, for his own travel in connection with the above-mentioned preliminary duties is entitled to the travelling allowances specified in paragraph 7.

DURING AN ELECTION

2. For all services, including revision of the lists, from the day of the issue of the writ until the work of the election is concluded,
- (a) if a poll is held,
- (i) for each of the first 25,000 voters on the revised lists \$ .06
- (ii) for each voter on the revised lists over 25,000 .05½
- (b) if no poll is held, half of the remuneration fixed in clause a, with a minimum of \$500.00.
3. For services attending at a recount as required by section 114 of *The Election Act*, per day certified by the Judge..... 25.00
4. For services of stenographers, typists, clerical assistants and all other help required in the office of the returning officer,



- (a) for each of the first 25,000 voters on the revised lists . . . . . \$ .04
- (b) for each voter on the revised lists over 25,000 . . . . . .03

with a minimum of \$400.00.

5. For stationery, postage, telegrams, rental of typewriters, adding machines and office furniture, installation of telephones and service, long distance tolls, cartage of election supplies, cleaning and repairing of ballot boxes, or other incidental outlays: the amount actually charged, or shown by vouchers submitted to have been necessarily and reasonably paid.
6. For rental of the returning office: the actual and reasonable cost as supported by a legal contract with the landlord, as approved by the Chief Election Officer.
7. For necessary travel by the returning officer and others in connection with the conduct of the election,
- (a) in rural areas, actual and reasonable living expenses supported by vouchers and,
- (i) by private automobile, for every mile actually travelled, supported by itemized statement approved by Chief Election Officer . . . . . \$ .14
- (ii) by other means of transportation, the actual cost as supported by voucher.
- (b) in urban areas, for all transportation and related expenses necessary to the conduct of the election, an allowance for each polling subdivision necessarily established of . . . . . 1.50

NOTE—This paragraph does not apply to enumerators, deputy returning officers, poll clerks or constables.

#### ELECTION CLERK

8. For all services connected with an election, for a period not exceeding thirty working days,
- (a) if a poll is held . . . . . \$1,000.00
- (b) if no poll is held . . . . . 500.00

#### PRINTING ALLOWANCES

9. For printing the lists of voters according to the specimen lists supplied by the Chief Election Officer,

- (a) when printed by letterpress, an allowance of eighteen cents for the name of each elector included in the preliminary lists as printed;
- (b) when printed by any method using photographic process, such as photo-offset, xerox, etc., an allowance of sixteen cents for the name of each elector included in the preliminary lists as printed.

NOTE—The allowances under the foregoing paragraph 9 will cover the headings, including the notices and certificates, and the total number of copies of each preliminary list ordered by the returning officer. The names of streets, roads and avenues printed in capital letters in the body of the geographical list, as they appear on the specimen list, are to be counted as names of electors.

10. For printing the Proclamation (Form 405), according to the specimen supplied by the Chief Election Officer,
- (a) for the first 100 copies or less, an allowance of . . . . . \$ 60.00
- (b) for each copy over 100 ordered by the returning officer, an allowance of . . . . . .07
11. For printing, numbering, and binding or stitching ballots according to the sample sheet of ballot paper supplied by the Chief Election Officer,
- (a) when printed with the names of two or three candidates, an allowance per thousand of . . . \$ 12.00
- (b) when printed with the names of four or five candidates, an allowance per thousand of . . . 13.00
- (c) when printed with the names of six or more candidates, an allowance per thousand of . . . 14.00
12. For printing the Notice of Grant of a Poll (Form 408), according to the specimen form supplied by the Chief Election Officer,
- (a) for the first 100 copies or less, an allowance per square inch of printed matter of . . . . . \$ .21

- (b) for each copy of the Notice over 100 ordered by the returning officer,

(i) when printed on three sheets, an allowance of. .13

(ii) when printed on four sheets, an allowance of. .16

(iii) when printed on five sheets, an allowance of: .19

(iv) when printed on six sheets or more, an allowance of. .22
13. For printing the Notice of Holding an Advance Poll (Form 417), according to the specimen supplied by the Chief Election Officer,

(a) for the first 100 copies or less an allowance of. . \$ 60.00

(b) for each copy over 100 ordered by the returning officer, an allowance of. . .07
14. For other necessary sundry printing ordered by the returning officer: the expenses necessarily and reasonably incurred, as shown by vouchers submitted.
- NOTE—Each account for printing must be prepared by the printer on his own stationery, certified by the returning officer, and accompanied by a sample of the work done. Printing for Provincial Elections is not subject to Federal Sales Tax but is subject to Provincial Sales Tax.
- ENUMERATORS
15. Each enumerator, for all services in connection with the preparation of the typed list and furnishing copies, including all expenses, \$35.00 plus,

(a) in the case of an enumerator in an urban area as defined in subparagraph 6 of paragraph 1, 10 cents for each name on the list;

(b) in the case of an enumerator in a rural area as so defined, 11 cents for each name on the list.
- REVISING AGENTS
16. Where revision agents have been appointed by the returning officer, with the approval of the Chief Election Officer, in remote areas for all services including sittings for revision and all duties to be performed in connection therewith per polling subdivision, \$8.00 (with a minimum allowance of \$100.00).

17. For postage: the amount shown by vouchers submitted to have been necessarily and reasonably paid.

COPIES OF LISTS

18. For furnishing lists or copies, for every manuscript or typewritten copy of a voters' list or any part thereof or of changes made therein on complaint or objection, other than a list or part thereof required to be furnished by any Act of the Legislature, for every ten names on each copy supplied. . . . . \$ .06

POLLS

19. For each poll, per day. . . . . 25.00

DEPUTY RETURNING OFFICER

20. For holding the poll, including all services in connection therewith and making returns, for each polling day on duty. . . . . 27.00

POLL CLERK

21. For each polling day on duty. . . . . 17.00

CONSTABLES

22. Constable at nomination. . . . . 6.00
23. Constable at a polling place, for each polling day on duty. . . . . 6.00

SPECIAL REPRESENTATIVES TO THE RETURNING OFFICER

24. Where the size and the character of any electoral district necessitate the appointment of one or more special representatives to the returning officer for the conduct of the election, such special representatives will be entitled to the payment of fees and allowances determined by the Chief Election Officer, which fees and allowances will be commensurate with those set out in the relevant paragraphs hereof.

RETURNING OFFICER AND ELECTION CLERK

25. To the returning officer and the election clerk,

(a) for attending at a course on electoral procedure arranged by the Chief Election Officer, an allowance per day for each day of attendance and necessary absence from place of residence of. . . . . \$ 25.00



- (b) for travelling and living expenses: the expenses necessarily and reasonably incurred as shown by vouchers submitted.

#### SUNDRY ALLOWANCES

26. Election Officers and other persons employed at or with respect to the election, before or after the date of the issue of the writs ordering such election, are entitled to the allowances specified in paragraph 7.
27. For the services of security guards required by the returning officer during an election, and authorized by the Chief Election Officer: the actual and reasonable amount as certified by the returning officer.
28. For the reproduction of the typed lists of voters pursuant to subsection 2 of section 18 of *The Election Act*, including the headings, notices and certificates and the total number of copies of each preliminary list ordered by the returning officer: the actual and reasonable cost as shown by voucher (with a maximum allowance of ten cents for the name of each elector included in such lists).
29. For the services of a special constable in places where three or more polling stations are located, an allowance of \$ 20.00

30. For all necessary translation of election documents or forms: the reasonable amount as certified by the returning officer.

#### ADDITIONAL ELECTION CLERKS

31. For all personal services of additional election clerks appointed by the returning officer, when authorized by the Chief Election Officer, an allowance to each election clerk of \$ 500.00

NOTE—Election clerks appointed in accordance with paragraph 31 are, if required to travel, entitled to the allowances specified in paragraph 7 hereof.

32. For services of stenographers and clerical assistants: the amount shown by vouchers submitted to have been necessarily and reasonably paid.
33. For stationery, postage, telegrams, rental of typewriters, adding machines and office furniture, installation of telephones and service, long distance tolls, cartage of election supplies, cleaning and repairing of ballot boxes, or other incidental outlays: the amount shown by vouchers submitted to have been necessarily and reasonably paid.
34. For the rental of an office in connection with the conduct of the election: the actual and reasonable cost as shown by voucher. O. Reg. 110/70, Sched.



## REGULATION 238

### under The Elevators and Lifts Act

#### GENERAL

##### INTERPRETATION

#### 1.—(1) In this Regulation,

- (a) "elevating device" means an elevator, dumb-waiter, escalator, manlift or incline lift;
- (b) "elevator mechanic" means a person employed by a contractor to assist in carrying out the on-site installation, construction, altering, repairing, maintaining, servicing, or testing of an elevating device;
- (c) "machine" means an apparatus for applying mechanical or hydraulic power to the load-carrying unit of an elevating device;
- (d) "serve", when used with reference to a notice, notification, or order, required to be given or sent to a person, means to deliver the notice, notification or order to the person, or to send it by registered mail to him at his address as recorded in the office of the chief inspector.

(2) For the purposes of the Act and this Regulation, a major alteration means an alteration that results in,

- (a) the maximum capacity of the installation being increased by more than 10 per cent;
- (b) the dead-weight of the machine, the load-carrying unit or the counter-weight being increased by more than 10 per cent;
- (c) the distance of travel of the load-carrying unit being increased by any amount;
- (d) the rate of speed of travel of the load-carrying unit being increased more than,
  - (i) 20 per cent where the prior rate was not greater than 100 feet a minute, or
  - (ii) 10 per cent where the prior rate was greater than 100 feet a minute;
- (e) the replacement of,
  - (i) more than 50 per cent of either the machine, the car frame or the hoistway enclosure, or

- (ii) the worm and gear of the machine simultaneously, or the piston and cylinder simultaneously;

(f) the method of control being changed from,

- (i) handrope, rod, wheel or lever operation to another type of operation,
- (ii) car switch or continuous pressure operation to a type of automatic operation, or
- (iii) any type of operation requiring an attendant to a type not requiring an attendant;

(g) the elevating device being converted to carry employees or other passengers;

(h) the location of the machine being changed; or

(i) the method of driving the machine being changed. O. Reg. 4/66, s. 1.

#### DESIGNATIONS

2. The following classes of elevating devices are designated:

- 1. Passenger elevator.
- 2. Hand-power passenger elevator.
- 3. Freight elevator.
- 4. Hand-power freight elevator.
- 5. Class A dumb-waiter, being a dumb-waiter having,
  - (a) a car-floor area or platform-frame area not exceeding nine square feet; and
  - (b) a maximum capacity not exceeding 500 pounds.
- 6. Hand-power Class A dumb-waiter, being a dumb-waiter that,
  - (a) is a Class A dumb-waiter; and
  - (b) is powered by hand or by gravity, but not otherwise.

7. Class B dumb-waiter, being a dumb-waiter having,

- (a) a car-floor area or platform-frame area exceeding nine square feet and maximum capacity not exceeding, 1,000 pounds; or
- (b) a car-floor area or platform-frame area not exceeding nine square feet and maximum capacity exceeding 500 pounds but not exceeding 1,000 pounds.

8. Hand-power Class B dumb-waiter, being a dumb-waiter that,

- (a) is a Class B dumb-waiter; and
- (b) is powered by hand or by gravity, but not otherwise.

9. Stair Incline Lift.

10. Golf Course Lift.

11. Rope Tow.

12. Surface Lift.

13. Chair Lift.

14. Endless Belt Manlift.

15. Moving Walk.

16. Aerial Tramway. O. Reg. 4/66, s. 2.

#### EXEMPTIONS

3. The following elevating devices are excluded from the Act:

1. Elevating devices that are,

- (a) installed in or adjacent to a barn;
- (b) used only for agricultural purposes; and
- (c) used by the proprietor of the barn or a tenant thereof exclusively for his agricultural purposes.

2. Class A dumb-waiters having,

- (a) a car-floor area or platform-frame area less than three square feet;
- (b) a maximum capacity less than 100 pounds; and
- (c) the sill of every hoistway opening thirty inches or more above floor level.

3. Hand-power Class A dumb-waiters having,

- (a) a car-floor area or platform-frame area less than six square feet;
- (b) a maximum capacity less than 150 pounds; and
- (c) the sill of every hoistway opening thirty inches or more above floor level. O. Reg. 4/66, s. 3.

#### LICENCES

4.—(1) A licence to operate an elevating device may be issued if,

- (a) the chief inspector receives from the owner an application in Form 1 and the appropriate fee prescribed in Table 1; and
- (b) the chief inspector has reason to believe that the elevating device complies with the Act and this Regulation. O. Reg. 4/66, s. 25 (1), *amended*.

(2) A licence shall be issued or renewed for a period of twelve months, except for the initial licence, which shall expire on the date shown on the licence.

(3) Where a licence is valid for a period other than twelve months, the fee shall be calculated on the basis of 1/12 of the fee prescribed in Table 1 for every month or part thereof for which the licence is valid. O. Reg. 4/66, s. 25 (2, 3).

5.—(1) An initial application for a licence in Form 2 shall be in Form 1.

(2) A licence to operate an elevating device shall be in Form 2.

(3) An application for a renewal of a licence in Form 2 shall be in Form 3. O. Reg. 4/66, s. 26.

6.—(1) The chief inspector shall not transfer a licence,

- (a) while it is suspended;
- (b) in respect of which he reasonably believes that there exist any of the conditions mentioned in clauses *a* and *b* of section 7; or
- (c) where the licensee or the applicant for a transfer is in arrears in paying any fee, expense or special fee for which he is liable under the Act or this Regulation.

(2) Subject to subsection 1, a licence may be transferred if the chief inspector,

- (a) receives from the applicant for transfer an application in Form 4 and the fee prescribed in Table 1; and



- (b) is satisfied that the elevating device for which the licence was granted complies with the Act and this Regulation. O. Reg. 4/66, s. 27.

7. A licence for an elevating device may be suspended or not renewed if,

- (a) the chief inspector believes that the elevating device or the operation thereof does not comply with the Act or this Regulation;
- (b) the owner of the elevating device has failed to comply with a notice or order of an inspector; or
- (c) the licensee is in arrears for more than fourteen days in paying any fee, expense or special fee for which he is liable under the Act or this Regulation. O. Reg. 4/66, s. 28; O. Reg. 106/69, s. 1.

8.—(1) Where the chief inspector suspends a licence, he shall forthwith serve upon the licensee a notice setting forth,

- (a) the reasons for suspension;
- (b) the effective date on which the suspension commenced; and
- (c) a transcript of subsection 2,

and the licensee shall immediately return the licence to the chief inspector.

(2) A suspension continues until the chief inspector,

- (a) is satisfied that every condition for which the licence was suspended has been fully remedied; and
- (b) makes an order in writing discontinuing the suspension.

(3) The issue of a true copy of an order made under clause b of subsection 2 is a circumstance under which a special fee shall be paid, and the licensee is designated as the person by whom the fee is to be paid. O. Reg. 4/66, s. 29.

#### CERTIFICATES OF COMPETENCY

9. To qualify for appointment as an inspector or to make inspections under the Act, a person shall,

- (a) be not less than twenty-five years of age;
- (b) obtain not less than 60 per cent in such examinations as the chief inspector requires; and

(c) produce proof that he,

(i) is an engineer, or

(ii) has such training and experience in the design, construction, maintenance or inspection of elevating devices as makes him competent to discharge his duties capably. O. Reg. 4/66, s. 4.

10.—(1) An application for a certificate of competency shall be in Form 5.

(2) A certificate of competency shall be in Form 6. O. Reg. 4/66, s. 5.

11.—(1) A certificate of competency issued to an inspector continues in force so long as he discharges his duties as an inspector in accordance with the Act and this Regulation.

(2) A certificate of competency issued to a person other than an inspector continues in force during the period for which it is issued, unless sooner suspended or cancelled by the chief inspector. O. Reg. 4/66, s. 6.

12. A certificate of competency may be suspended or cancelled where the holder,

- (a) is untrustworthy, incompetent or negligent in making inspections;
- (b) falsifies an inspection report; or
- (c) has a direct or indirect financial interest in the manufacture, sale, installation or maintenance of elevating devices. O. Reg. 4/66, s. 7.

#### DRAWINGS AND SPECIFICATIONS

13.—(1) Drawings and specifications submitted under the Act shall,

- (a) be original ink drawings or clear prints;
- (b) be prepared in conformity with good draughting practices; and
- (c) be identical in all respects.

(2) The top sheet of each set of drawings shall set forth the following information:

1. The name and address of the owner of the building or premises where the new installation or major alteration is to be made.
2. Such information as will enable an inspector conveniently to find the building or premises
3. The name and address of the contractor, if known.



4. The name, address and qualifications of the person who prepared the drawings.
5. An indication as to whether passengers or freight, or both, are to be lifted or lowered.
6. The maximum capacity of the elevating device. O. Reg. 4/66, s. 8.

14. Specifications submitted under the Act that are not shown on drawings shall,

- (a) be on good quality paper in sheets not larger than 8½ inches by fourteen inches;
- (b) be printed or neatly typewritten; and
- (c) set forth the details prescribed by subsection 2 of section 13 and for the purposes of this section the word "drawings" in paragraph 4 of that subsection shall be read as "specifications". O. Reg. 4/66, s. 9.

15. In addition to the information given under sections 13 and 14, drawings and specifications submitted under the Act shall furnish such further information as is necessary to comply with subsection 2 of section 14 of the Act. O. Reg. 4/66, s. 10.

16.—(1) Subject to subsection 2, a submission of drawings and specifications for approval under section 14 of the Act shall be in Form 7 and accompanied by the appropriate fees prescribed in Table 1.

(2) A person submitting drawings and specifications may obtain additional approval sets thereof, without making an application in Form 7, upon submitting the additional set or sets, and paying the appropriate fee prescribed in Table 1. O. Reg. 4/66, s. 11.

#### INSTALLATIONS AND MAJOR ALTERATIONS

17.—(1) Before commencing a new installation or major alteration, the person making it shall deliver to the chief inspector not less than seventy-two hours before starting any work other than excavation, written notification of the day and the time he will commence the installation or alteration.

(2) Every installation or alteration shall conform to the drawings and specifications thereof approved under section 14 of the Act.

(3) Upon completion of an installation or alteration, the elevating device shall not be put into use until it has been inspected and approved by an inspector. O. Reg. 4/66, s. 12.

#### CONTRACTORS

18.—(1) No person shall carry on business as a contractor unless he is registered as a contractor with the chief inspector.

(2) An application for registration as a contractor shall be in Form 8.

(3) A registration expires on the 31st day of March next following the date on which it is issued unless sooner suspended or cancelled.

(4) The fees for a first or subsequent registration are those prescribed in Table 1. O. Reg. 4/66, s. 13.

19.—(1) The registration of a contractor may be suspended or cancelled by the chief inspector where the contractor or any of his servants,

- (a) contravenes or fails to comply with any provision of the Act or this Regulation;
- (b) fails to ensure that an elevating device that is under the control of the contractor is not used,

(i) if it is in an unsafe condition, or

(ii) if it is overloaded;

(c) is so incompetent or negligent in his workmanship as to endanger the safety of persons or freight on or near the elevating device; or

(d) knowingly permits any subcontractor or servant of a subcontractor to perform his work in a manner that endangers the safety of persons or freight on or near the elevating device. O. Reg. 4/66, s. 14 (1); *amended*.

(2) Where the chief inspector suspends or cancels a registration, he shall within five days serve a notice in writing upon the contractor,

- (a) giving the details of every condition alleged to be contravened and the nature of the evidence in support thereof; and
- (b) appointing a time and place for a hearing by the Minister or by a person designated by the Minister. O. Reg. 4/66, s. 14 (2), *amended*.

20. A suspension of registration continues in force until its final disposal under section 22. O. Reg. 4/66, s. 15.

21. At a hearing,

- (a) the contractor may be represented by counsel or an agent;
- (b) if the contractor is not present or represented at the date, time and place appointed, the hearing may proceed and a decision may be made in his absence or the hearing may be adjourned to a specified date, time and place;

- (c) the contractor or his representative is entitled to hear the evidence against the contractor, to cross-examine thereon, to call witnesses in his behalf and to present his argument; and
- (d) where the Minister or the person designated by him to conduct the hearing, as the case may be, is satisfied that the contractor requires an adjournment of the hearing in order to adduce evidence in his behalf, the Minister or such person designated by him shall adjourn the hearing to a specified date, time and place. O. Reg. 4/66, s. 16.

**22.** After a hearing, an order shall be made,

- (a) discontinuing the suspension;
- (b) continuing the suspension to a specified date;
- (c) cancelling the registration; or
- (d) reinstating the registration,

and a true copy of the order shall be served on the contractor. O. Reg. 4/66, s. 17.

#### ATTENDANTS AND OPERATORS

**23.** The owner shall ensure that no attendant or operator works without supervision unless he,

- (a) has received adequate training and instruction in the operation of the elevating device and the dangers connected therewith;
- (b) has received adequate supervision by a person having thorough knowledge and experience in the operation of the elevating device and the dangers connected therewith; and
- (c) is capable of safely operating the elevating device without supervision. O. Reg. 4/66, s. 18.

**24.—(1)** An attendant shall,

- (a) be physically and mentally capable;
- (b) have such experience in operating an elevator or incline lift as to enable him,
  - (i) to appreciate all dangers connected therewith, and
  - (ii) to operate it safely; and
- (c) while learning to be an attendant, perform his duties only under the supervision of an attendant who fulfils the requirements of subsections *a* and *b*.

(2) Subject to subsection 4, an attendant is required for every elevator or incline lift.

(3) Where the attendant required by subsection 2 does not ride with the passengers, such additional attendants shall be provided as are necessary to ensure equivalent protection to passengers as would be provided if the attendant were riding with them.

(4) An attendant is not required on an elevator or incline lift equipped with automatic controls and emergency stopping devices that will, in the opinion of the chief inspector, ensure the safety of any person having access to and riding on the elevator or incline lift.

(5) Where an elevating device is controlled from one location only, an attendant shall be stationed at the controls at all times that the device is operating. O. Reg. 4/66, s. 19.

#### NOTICES AND MARKINGS

**25.—(1)** The owner shall keep securely fastened and conspicuously displayed,

- (a) in the load-carrying unit of each elevator, dumb-waiter or incline lift other than a ski lift or ski tow; and
- (b) as close as practicable to the bottom landing of each escalator, manlift, ski lift or ski tow,

a notice in the form of a metal plate, setting forth the information required under and in the manner prescribed in subsections 2 and 3.

(2) Subject to subsection 3, the notice shall set out in letters and numerals not less than one-quarter of an inch high,

- (a) the words "maximum capacity";
- (b) the number of persons or the weight in pounds, as determined under this Regulation; and
- (c) the word "persons" or the word "pounds", as the case may be.

(3) Where,

- (a) the maximum capacity of an elevating device has been determined both in terms of persons and in terms of pounds; and
- (b) the licence in respect of the elevating device designates the maximum capacity both by the number of persons and the weight in pounds,

the notice under subsection 2 shall include the alternative maximum capacities, with the word "or" between the capacities.



(4) The owner shall furnish the metal plate containing the notice to be fastened and displayed under subsection 1.

(5) The owner shall keep securely fastened and conspicuously displayed,

- (a) in the load-carrying unit of each elevator, dumb-waiter or incline lift other than a ski lift or ski tow; and
- (b) as close as practicable to the machine of each escalator, manlift, ski lift or ski tow,

a notice in the form of a plate or label, to be supplied by the Department, setting forth the installation number assigned by the Department to that elevating device. O. Reg. 4/66, s. 20.

**26.—(1)** The owner of every freight elevator shall display in a conspicuous place in the car or other load-carrying unit of the elevator a notice in the following form in letters not less than one inch high:

"THIS IS NOT A PASSENGER ELEVATOR.  
NO PERSON OTHER THAN THE ATTENDANT AND  
FREIGHT-HANDLERS ARE PERMITTED TO RIDE ON  
THIS ELEVATOR".

(2) Where the licence for an elevator designates the maximum capacity in terms of persons who are employees only, the owner of the elevator shall display, in a conspicuous place in the car of the elevator, a notice in the following form in letters not less than one inch high:

"NO PASSENGERS EXCEPT EMPLOYEES  
PERMITTED"

(3) The owner shall furnish the notice required by subsections 1 and 2. O. Reg. 4/66, s. 21.

#### USE, OPERATION AND MAINTENANCE OF ELEVATING DEVICES

**27.—(1)** The owner shall ensure that no elevating device is used or operated, unless he maintains it at all times in such condition as will ensure safety.

(2) No person shall use or operate, or permit to be used or operated, any elevating device, unless every plate, label and notice, referred to in sections 25 and 26 is maintained in such location and condition as to be at all times clearly legible. O. Reg. 4/66, s. 22.

**28.** No person shall conduct himself in or about an elevating device in such manner as to,

- (a) impair the safe operation of the elevating device; or
- (b) endanger the safety of,
  - (i) himself or any other person, or

(ii) freight,

in or about the elevating device. O. Reg. 4/66, s. 23.

**29.—(1)** No person shall remove, displace, interfere with or damage any device installed in or about an elevating device for its safe operation, except,

- (a) a person making an inspection under the Act; or
- (b) a contractor or a competent mechanic for the purpose of making a test or repair.

(2) Where a safety device has been removed, displaced, interfered with or damaged, the elevating device shall not be used or operated for any purpose, other than inspection, testing or repair, until the safety device has been restored to working order. O. Reg. 4/66, s. 24.

**30.—(1)** The appropriate fee prescribed in Table 1 for inspection of an elevating device by an inspector shall be paid,

- (a) by the contractor or the person who installs an elevating device for,
  - (i) the first inspection of a new installation,
  - (ii) any subsequent special inspection necessary for approval of the new inspection,
  - (iii) the first inspection of a major alteration, and
  - (iv) any subsequent inspection necessary for approval of a major alteration,
- (b) by the owner for,
  - (i) the annual inspection required under the Act, and
  - (ii) any special inspection carried out by an inspector; and
- (c) by the applicant, for a transfer of a licence. O. Reg. 106/69, s. 2.

(2) Where an inspection is unduly delayed, or prolonged, by reason of the owner failing to comply with a notice under subsection 1 of section 11 of the Act, or a requirement under subsection 2 of section 11 of the Act, the owner shall pay,

- (a) the additional special fee prescribed in Table 1; and
- (b) the travelling expenses and living expenses, if any necessarily incurred by the inspector in connection with the inspection.

(3) For the purposes of subsection 2,

- (a) "living expenses" means reasonable charges for sleeping accommodation and meals for an inspector while he is on duty away from his home;
- (b) "travelling expenses" means reasonable charges incurred by the inspector for transportation,



- (i) to the place where the inspection is to be made, and
- (ii) from the place where the inspection is made to the place where the next inspection is to be made, or where the inspector has his office, as the case may be. O. Reg. 4/66, s. 30 (2, 3).

**31.** Where the chief inspector is satisfied that a licence to operate an elevating device, a certificate of competency or a notice in the form of a plate or label furnished by the Department has been lost or mislaid or so damaged as to be illegible, he may supply a duplicate of the licence, certificate or notice to the licensee, holder or owner, as the case may be, upon payment of the appropriate special fee prescribed in Table 1. O. Reg. 4/66, s. 31.

**32.—(1)** Subject to subsection 2, the fees and special fees to be paid under the Act are those prescribed in Table 1.

(2) Where a contractor makes his first application for registration between the 1st day of December and the 31st day of March following, both inclusive, the fee for registration is one-half the appropriate amount prescribed in Table 1. O. Reg. 4/66, s. 32.

#### TECHNICAL REQUIREMENTS

**33.** In carrying out their duties, inspectors shall apply the Safety Code for Elevators, Dumb-waiters and Escalators (Second Edition) of the Canadian Standards Association, as approved by the Association in 1960, and as amended from time to time,

- (a) to new installations of elevators, dumb-waiters and escalators; and
- (b) where practicable, to alterations, repairs or replacement of any part of an elevator, dumb-waiter or escalator,

except where such code is inconsistent with this Regulation. O. Reg. 4/66, s. 33.

**34.** Every elevating device, its supports and all machinery and equipment used in connection therewith shall be so designed, constructed and maintained that,

- (a) it will at all times, under normal conditions, ensure safety of persons and freight on or near it; and
- (b) it will not travel beyond or deviate from the safe limits of its fixed position or proper line of travel, as the case may be. O. Reg. 4/66, s. 34.

**35.—(1)** Every part of an elevating device that replaces an existing part shall be at least equal to,

or better than, the specifications of the designer or manufacturer of the original part.

(2) Every method used to fasten cable shall be of a type that prevents loosening and cable damage and the exposed ends of every cable shall be securely lashed. O. Reg. 4/66, s. 35.

**36.** Where clips are used to fasten metal rope,

- (a) the minimum number of clips to be used on each rope end shall be,

- (i) 2 clips for rope not over  $\frac{3}{8}$  inch diameter,

- (i) 3 clips for rope not over  $\frac{5}{8}$  inch diameter,

- (iii) 4 clips for rope not over  $\frac{3}{4}$  inch diameter;

- (b) the rope end shall be bent over a heart-shaped thimble which has a groove of a radius equal to that of the rope or shall be provided with equivalent protection satisfactory to an inspector;

- (c) the clips shall be spaced at a distance apart equal to six times the rope diameter and not closer than four times the rope diameter from the short end of the rope;

- (d) all clips shall be placed so that the "U" bolts bear on the short or dead end of the rope and the bases bear on the load part of the rope; and

- (e) the nuts shall not be fully tightened until after the rope has been under load and all nuts shall be fully tightened while the rope is still loaded. O. Reg. 4/66, s. 36.

**37.** No counterweight rope shall be spliced. O. Reg. 4/66, s. 37.

**38.** The maximum stresses used to determine the capacity of an elevating device shall be the stresses approved by an engineer of the Department. O. Reg. 4/66, s. 38.

**39.** Where an inspector is not satisfied that a cable or wire rope is made of steel, the cable or wire rope shall be deemed to have an ultimate strength not greater than that of an iron rope or cable of the same size, type and condition. O. Reg. 4/66, s. 39.

**40.** The contractor or the owner, as the case may be, shall ensure that welding is done only by a welder who has been accredited by a testing authority satisfactory to the chief inspector and such welder shall not perform any type of welding for which he has not been accredited. O. Reg. 4/66, s. 40.

41.—(1) The ceiling and its supporting structure over every passageway or other occupied space under an elevating device shall be designed, constructed and maintained by the owner so as to safely support the loads that would be applied to it if the car and counterweight dropped.

(2) Where the car and counterweight are both equipped with devices to stop them or arrest their descent in the event of a failure of their supports, the strength of the ceiling and its supporting structure may be reduced accordingly. O. Reg. 4/66, s. 41.

42.—(1) The owner shall ensure that safe and convenient access shall be provided to every machine room and machinery space.

(2) Except where otherwise permitted by the chief inspector, such access shall be by a stair that is not located in the hoistway. O. Reg. 4/66, s. 42.

43. The owner shall ensure that every machine room and machinery space shall be enclosed or located so that unauthorized persons cannot have access to the machine room or machinery space. O. Reg. 4/66, s. 43.

44. The owner shall ensure that the enclosure surrounding every machine shall extend from the level of every adjacent floor, stair or other occupied space to a height of at least three feet, six inches above such floor, stair or other occupied space. O. Reg. 4/66, s. 44.

45. Except where otherwise permitted in writing by the chief inspector, automatic sprinklers shall not be installed in the machine room of an elevating device. O. Reg. 4/66, s. 45.

Form 1

The Elevators and Lifts Act

INITIAL APPLICATION FOR A LICENCE  
TO OPERATE AN ELEVATING DEVICE

To:  
Chief Inspector,  
Elevator Inspection Branch,  
Department of Labour,  
Toronto, Ontario.

Under *The Elevators and Lifts Act* and the regulations

.....  
(name of applicant)  
.....  
(postal address)

as .....  
\*(specify "owner", "tenant", "agent", or otherwise)

\*\*applies for a licence to operate a .....  
.....  
(specify "existing" or "new")

installation of a .....  
(specify "elevator", "dumb-waiter",  
.....  
"escalator", "manlift" or "incline lift")

hereinafter called "Installation", which is now located  
at .....  
(street address, or lot and concession) (municipality)

for lifting or lowering .....  
(specify "passengers" or "freight", or both)

for the "period.....19... to.....19...", and  
makes the following statements:

1. The premises on which this Installation is  
located are, to the best of my knowledge and  
belief, at present owned by

.....  
(name)  
.....  
(postal address)

\*\*\*2. The inside dimensions of the car are,  
(a) length, ..... inches,  
(b) width, ..... inches, and  
(c) clear height, ..... inches.

3. To the best of my knowledge and belief,  
(a) the maximum capacity of this In-  
stallation is.....pounds, or....  
persons, or.....employees, in-  
cluding an attendant (if required);  
(b) this Installation is in a safe condition  
to be operated.

\*\*\*\*4. Herewith remittance of \$.....for the  
licence fee.

Dated the.....day of....., 19....

.....  
(name of applicant)  
By.....  
(signature)  
.....  
(official capacity)



\*  
Clause r of section 1 of the Act reads as follows:

(r) "owner" means the person in charge of an elevator, dumb-waiter, escalator, manlift or incline lift as owner, tenant, agent or otherwise, but does not include an attendant as such

\*\*  
Section 19 of the Act reads as follows:

19. The owner of an elevator, dumb-waiter, escalator, manlift or incline lift shall not operate it and shall ensure that it is not operated unless it is licensed.

\*\*\*  
These dimensions are required only for an elevator, dumb-waiter or incline lift if the incline lift has a car.

\*\*\*\*  
The licence fee includes an inspection under section 6 of the Act.

O. Reg. 4/66, Form 1.

Form 2

*The Elevators and Lifts Act*

LICENCE FOR ELEVATING DEVICE

Licence No. ....

Under *The Elevators and Lifts Act* and the regulations, and subject to the limitations thereof, this licence is granted to .....  
(owner)  
of .....  
to operate a ..... now installed at .....  
designated as Installation No. .... and the maximum capacity thereof is designated as .....  
pounds, or ..... persons, including the operator.

This licence expires ..... 19... unless sooner suspended or revoked.  
Issued at Toronto, the ..... day of ..... 19...  
.....  
Chief Inspector

O. Reg. 4/66, Form 2.

Form 3

*The Elevators and Lifts Act*

APPLICATION FOR RENEWAL OF A LICENCE TO OPERATE AN ELEVATING DEVICE

Licence No. ....

Under *The Elevators and Lifts Act* and the regulations,  
.....  
(owner)  
.....  
(number and street or rural route)  
.....  
(city, town or post office)

applies for a licence for the twelve-month period expiring ..... 19... in respect of a .....  
now installed at ..... designated as Installation No. .... the maximum capacity of which is designated as ..... pounds, or ..... persons, including the operator.

The renewal fee of \$ ..... is remitted herewith.  
Dated at ....., the ..... of ....., 19...  
.....  
(name of applying owner)\*  
By .....  
(signature)  
.....  
(official capacity)

NOTE: This application with all blanks filled in should be sent or delivered to the Chief Inspector, Elevator Inspection Branch, Department of Labour, Toronto, Ontario.

\*Clause r of section 1 of the Act reads as follows:  
(r) "owner" means the person in charge of an elevator, dumb-waiter, escalator, manlift or incline lift as owner, tenant, agent or otherwise, but does not include an attendant as such.

O. Reg. 4/66, Form 3.



**Form 4***The Elevators and Lifts Act***APPLICATION FOR TRANSFER OF A LICENCE  
TO OPERATE AN ELEVATING DEVICE**

To:  
Chief Inspector,  
Elevator Inspection Branch,  
Department of Labour,  
Toronto, Ontario.

Under *The Elevators and Lifts Act* and the regulations,

.....  
(name of applicant)

.....  
(postal address)

\*as .....  
(specify "owner", "tenant", "agent" or otherwise)

applies for transfer of Licence No. .... granted to

.....  
(name of licensee)

.....  
(address of licensee)

to operate a .....  
(specify "elevator", "dumb-waiter",

.....  
"escalator", "manlift", or "incline lift")

known as Installation No. .... installed at

.....  
(number and street) (municipality)

and makes the following statements:

- \* 1. The applicant became owner in place of the  
above-named licensee on .....  
(date)

as a result of .....

.....  
(specify circumstances, such as "change of ownership"  
"change of tenancy" or as the case may be)

2. To the best of my knowledge and belief,

(a) the maximum capacity of this Installa-

tion is ..... pounds, or ..... persons,

including an attendant (if required);

- (b) this Installation is in a safe condition to  
be operated.

3. Herewith remittance of \$.... for the transfer  
fee.

Dated at ..... the ..... day of ....., 19...

.....  
(name of applicant)

By .....  
(signature)

.....  
(official capacity)

\*Clause *r* of section 1 of the Act reads as follows:

- (*r*) "owner" means the person in charge of an  
elevator, dumb-waiter, escalator, manlift or  
incline lift as owner, tenant, agent or other-  
wise, but does not include an attendant as  
such.

O. Reg. 4/66. Form 4.

**Form 5***The Elevators and Lifts Act***APPLICATION FOR A  
CERTIFICATE OF COMPETENCY**

To:  
Chief Inspector,  
Elevator Inspection Branch,  
Department of Labour,  
Toronto, Ontario.

Under *The Elevators and Lifts Act* and the regulations, I apply for a certificate of competency and  
make the following statements:

1. My full name is .....  
(surname) (*Print in Block Letters*)

.....  
(given names)

2. My postal address is .....  
(number and street or rural route)

.....  
(city, town or post office) (province or state)

3. I was born on ..... at .....  
(day, month, year) (municipality)

- in.....and am now 25 years of  
(province or state)  
age or more.

4. I attended the following institutions of learning (state name and location of each institution):

(i) Elementary School.....  
from the year.....to the year.....,

(ii) Secondary School.....  
from the year.....to the year.....,

(iii) Polytechnical or Technical Institute  
.....  
from the year.....to the year.....,

(iv) University.....  
from the year.....to the year.....
5. I hold the following degrees, certificates or diplomas of training (specify name of degree, certificate or diploma and the name and location of institution that granted it):

.....

.....

.....

6. I have had practical experience in design, construction, maintenance or inspection of,

(a) elevators;

(b) dumb-waiters;

(c) escalators;

(d) manlifts; or

(e) incline lifts,

as indicated in the following Table:

TABLE

Practical Experience in	Type of Installation (indicate by letter as above)	From		To		Name and Address of Employer	The Postion I held was
		month	year	month	year		
Design of.....							
Construction of.....							
Maintenance of.....							
Inspection of.....							

(signature of holder)

This is to certify that.....  
having complied with *The Elevators and Lifts Act* and the regulations, is issued this certificate of competency to make inspections of elevators, dumb-waiters, escalators, manlifts or incline lifts.

This certificate continues in force so long as he is lawfully discharging his duties as an inspector, unless sooner suspended or cancelled.

Issued at Toronto, the.....day of.....  
19...

Countersigned:

.....  
Chief Inspector                      Minister of Labour

O. Reg. 4/66, Form 6.

Form 7

*The Elevators and Lifts Act*

SUBMISSION OF DRAWINGS AND SPECIFICATIONS FOR APPROVAL

Under *The Elevators and Lifts Act* and the regulations, the undersigned, as,

.....  
(specify "owner", "contractor", "engineer"  
or as the case may be)

submits herewith in triplicate, for approval under section 14 of the Act, the drawings and specification

of a.....  
(specify "new installation" or "major alteration")

of a.....  
(specify "elevator" "Class A dumb-waiter" "Class B dumb-waiter", "escalator", "manlift" or "incline lift")

for lifting or lowering.....  
(specify "passengers" or "freight" or both)

at.....  
(name of building, company, club, etc.)

.....  
(street address or lot and concession) (municipality)

These premises are at present owned by.....  
(name)

.....and are used for a.....  
(postal address) (specify "factory,  
"shop", "office building", "apartment building" or as  
the case may be)

The drawings and specifications were prepared by

.....  
(name)

.....  
(postal address)

as.....  
(specify "engineer", "contractor" or "owner")

The contractor for the installation or alteration will be

.....  
(name)

.....  
(postal address)

Herewith remittance of \$.....for the fees for the examination of the drawings and specifications.

Dated at....., the.....of....., 19.....

.....  
(name of submitter)

.....  
(postal address of submitter)

By.....  
(signature)

.....  
(official capacity)

NOTE: This form, with all blanks filled in, together with the drawings and specifications (in triplicate) and the fees, (cheques payable to Treasurer of Ontario) should be sent or delivered to the Engineer, Elevator Inspection Branch, Department of Labour, Toronto, Ontario. O. Reg. 4/66, Form 7

Form 8

*The Elevators and Lifts Act*

APPLICATION FOR ANNUAL REGISTRATION OF A CONTRACTOR

To:

Chief Inspector,  
Elevator Inspection Branch,  
Department of Labour,  
Toronto, Ontario.

Under *The Elevators and Lifts Act* and the regulations,

.....  
(print or type name of applicant in full)



.....  
(number and street) (city, town or post office)

.....applies for.....  
(province or state) (specify "first" or

.....annual registration as a contractor, and  
"subsequent")

makes the following statements:

1. The business carried on in Ontario by this  
applicant is

.....  
(specify "constructing", "installing", "alter-  
ing", "repairing", "maintaining", "servicing"  
or "testing")

of.....  
(specify "elevators", "dumb-waiters",  
"escalators", "manlifts" or "incline lifts")

2. The maximum number of elevator mechanics  
employed by this applicant in Ontario at any  
time during the last twelve months was.....

3. Herewith remittance of \$.....for regis-  
tration fee.

Dated at.....  
(city, town or post office)(province or state)

the.....of....., 19...

.....  
(name of applicant)

By.....  
(signature)

.....  
(official capacity)

TABLE 1

PRESCRIBED FEES

Item	Nature of Fee or Circumstances	Amount
1	For the first inspection of a new in- stallation or the first inspection of a completed major alteration of,  (a) (i) a passenger elevator or freight elevator serving 10 floors or less.....  (ii) for each additional floor served exceeding 10 floors.....	\$          50    4

Item	Nature of Fee or Circumstances	Amount
	(b) a hand-power passenger ele- vator or a hand-power freight elevator.....	\$  30
	(c) a Class A dumb-waiter.....	30
	(d) a hand-power Class A dumb- waiter.....	16
	(e) a Class B dumb-waiter.....	40
	(f) a hand-power Class B dumb- waiter.....	30
	(g) an escalator.....	40
	(h) escalators in a series,  (i) first escalator.....  (ii) for each additional esca- lator.....	  40  30
	(i) a moving walk.....	40
	(j) a manlift.....	30
	(k) (i) an incline lift, other than a chair lift or aerial tram- way.....  (ii) a chair lift or aerial tram- way.....	  40  100
2	Inspection for the renewal of a licence for,  (a) (i) a passenger elevator or freight elevator serving 10 floors or less.....  (ii) for each additional floor served exceeding 10 floors.....	      25  2
	(b) a hand-power passenger ele- vator or a hand-power freight elevator.....	15
	(c) a Class A dumb-waiter.....	15
	(d) a hand-power Class A dumb- waiter.....	8
	(e) a Class B dumb-waiter.....	20
	(f) a hand-power Class B dumb- waiter.....	15

Item	Nature of Fee or Circumstances	Amount
		\$
	(g) an escalator . . . . .	20
	(h) escalators in a series,	
	(i) first escalator . . . . .	20
	(ii) for each additional esca- lator . . . . .	15
	(i) a moving walk . . . . .	20
	(j) a manlift . . . . .	15
	(k) (i) an incline lift, other than a chair lift or aerial tram- way . . . . .	20
	(ii) a chair lift or aerial tram- way . . . . .	50
3	On making a special inspection of,	
	(a) a passenger elevator . . . . .	20
	(b) a freight elevator . . . . .	20
	(c) a hand-power passenger ele- vator . . . . .	10
	(d) a hand-power freight elevator . .	10
	(e) a Class A dumb-waiter . . . . .	10
	(f) a hand-power Class A dumb- waiter . . . . .	6
	(g) a Class B dumb-waiter . . . . .	15
	(h) a hand-power Class B dumb- waiter . . . . .	10
	(i) an escalator . . . . .	10
	(j) a moving walk . . . . .	10
	(k) a manlift . . . . .	10
	(l) (i) an incline lift, except a chair lift or aerial tram- way . . . . .	15
	(ii) a chair lift or aerial tram- way . . . . .	50
4	Transfer of a licence . . . . .	8
5	For a true copy of order discontinu- ing suspension of a licence . . . . .	8

Item	Nature of Fee or Circumstances	Amount
		\$
6	For a true copy of an inspector's report . . . . .	5
7	Upon submission of drawings and specifications of,	
	(a) a passenger elevator . . . . .	35
	(b) a freight elevator . . . . .	35
	(c) a hand-power passenger ele- vator . . . . .	25
	(d) a hand-power freight elevator . .	25
	(e) a Class A dumb-waiter . . . . .	25
	(f) a hand-power Class A dumb- waiter . . . . .	15
	(g) a Class B dumb-waiter . . . . .	20
	(h) a hand-power Class B dumb- waiter . . . . .	20
	(i) one escalator . . . . .	20
	(j) an escalator series . . . . .	35
	(k) one moving walk . . . . .	20
	(l) a manlift . . . . .	25
	(m) (i) an incline lift, except a rope tow . . . . .	35
	(ii) a rope tow . . . . .	20
8	Approval of additional sets of draw- ings and specifications for each addi- tional set . . . . .	10
9	For annual registration of a con- tractor who,	
	(a) before application for registra- tion, did not carry on work as a contractor . . . . .	75
	(b) at any time during the preced- ing 12-month period, employed,	
	(i) not more than 2 elevator mechanics, a fee of . . . .	35
	(ii) more than 2 elevator mechanics, a fee of \$35 plus for each mechanic in excess of 2, a fee of . . .	10

Item	Nature of Fee or Circumstances	Amount
10	Additional special fee for unduly delaying or prolonging an inspection.....	\$ 8 per hr.
11	Special fee for a duplicate of a lost, mislaid or damaged,	
	(a) licence.....	8
	(b) notice in form of plate or label..	5

O. Reg. 106/69, s. 3.



## REGULATION 239

### under The Elevators and Lifts Act

#### ROPE TOWS AND SKI LIFTS

##### INTERPRETATION

##### 1. In this Regulation,

- (a) "anti-rollback device" means a device that prevents a hauling rope from moving backwards when the power is removed from the rope or cable;
- (b) "chair lift" means a type of incline lift on which passengers are carried on chairs suspended in the air and attached to a hauling rope supported by towers or similar devices;
- (c) "drive sheave" means a sheave that drives a hauling rope;
- (d) "hauling rope" means a rope or cable used to pull a person who,
  - (i) grasps the rope manually,
  - (ii) grasps a device attached to the rope, or
  - (iii) rides on a chair or other device suspended from the rope;
- (e) "hold-down tower" means a tower supporting a sheave that resists the upward thrust of a hauling rope;
- (f) "idler sheave" means a sheave, other than a drive sheave, that guides or carries a hauling rope;
- (g) "lift line" means the space traversed by the hauling rope and passengers on the rope tow or ski lift;
- (h) "operator" means a person who has direct control of any movement of the hauling rope of a rope tow or ski lift;
- (i) "rope tow" means a type of incline lift that pulls a person who manually grasps a hauling rope while riding on skis;
- (j) "safety gate" means a device that automatically stops the tow or lift when the device is actuated;
- (k) "ski lift" means a surface lift or a chair lift;
- (l) "supporting tower" means a tower supporting a sheave that resists the downward thrust of a hauling rope;
- (m) "surface lift" means a type of incline lift where, by means of an attachment to a hauling rope supported by towers or similar devices, a person is pulled while riding on skis and includes a J-bar, T-bar and platter pull;
- (n) "tow gripper" means a strap, rope or other device used for the purpose of fastening, or which may be used to fasten, the passenger's hand or body to the hauling rope of a rope tow. O. Reg. 262/65, s. 1.

##### GENERAL

2. Rope tows, surface lifts and chair lifts are designated as classes of incline lifts to which this Regulation applies. O. Reg. 262/65, s. 2.

3.—(1) All electrical devices and equipment on a rope tow or ski lift shall conform to the regulations made under *The Power Commission Act*.

(2) Where a controller switch used for stopping a machine contains metal to metal contacts, at least two independent separately operated switches capable of stopping the machine shall be provided.

(3) Every device used to protect equipment against surges of electricity shall be of the manually reset type.

(4) Electrical wiring shall be so located or protected that no person on or in the immediate vicinity of the rope tow or ski lift is likely to be endangered in the event the wiring or its supports collapses or breaks.

(5) Every tower, wire rope and machine of a chair lift and surface lift shall be electrically grounded.

(6) If a rope tow or ski lift is to be operated at night, artificial lighting shall be provided in each machine room and in the entire lift area and such lighting shall not interfere with the vision of the operator, attendant or any passenger.

(7) Electrical equipment and wiring shall be so protected or located as to prevent unauthorized access thereto. O. Reg. 262/65, s. 3.

4. Fire extinguishing devices, satisfactory to an inspector, shall be located in every terminal building, intermediate station of wooden construction, power room and transmission room. O. Reg. 262/65, s. 4.

5. Provision shall be made to render first aid to an injured person, including provision for transporting

the injured person from the rope tow or ski lift to a safe area. O. Reg. 262/65, s. 5.

6.—(1) Every electrical circuit for a safety gate or other emergency stopping device shall,

- (a) be a normally closed type that permits the system to fail safely;
- (b) be in series;
- (c) be of a type that is directly opened mechanically; and
- (d) not be by-passed while the rope or ski lift is carrying passengers, except that a constant-pressure type of switch may be used to by-pass the safety circuit where necessary to start the motor, but only after the gate or other safety device is reset.

(2) Except as provided in clause *d* of subsection 1, no rope tow or ski lift shall be capable of being started when any safety switch is open. O. Reg. 262/65, s. 6.

7.—(1) A readily accessible means for stopping the rope tow or ski lift shall be provided at each loading station and unloading station, and at any other location considered necessary by an inspector. O. Reg. 262/65, s. 7 (1), *amended*.

(2) Every safety gate and other emergency stopping device shall be of the manually reset type, and shall not be reset following actuation until every necessary corrective action has been taken. O. Reg. 262/65, s. 7 (2).

8.—(1) The owner of every rope tow or ski lift shall ensure that,

- (a) every moving part of the installation is properly lubricated according to the manufacturer's instructions;
- (b) every safety device is protected from damage by weather;
- (c) the tow or lift is safe before commencing operation each day and after each major shutdown, by having a qualified person ride the installation to examine all structures, moving parts and safety devices and test every safety gate and emergency stopping device;
- (d) an examination is made, at least once every seven operating days, of all principal parts, including every rope, rope attachment, safety device, bar, chair, drive mechanism, drive sheave, idler sheave, fastening, supporting tower, hold-down tower, structure, foundation and anchorage;

(e) splicing of every hauling rope is,

- (i) done in a workmanlike manner,
- (ii) done in a manner that makes the rope as smooth as possible,
- (iii) in accordance with the specifications of the manufacturer, and
- (iv) done by, or under the supervision of, a qualified person;

(f) a permanent record is maintained in the form of a daily log book that,

- (i) is approved by the chief inspector,
- (ii) is readily available to an inspector, and
- (iii) contains a record of all inspections, repairs, alterations, accidents, weather conditions affecting safety of passengers on the tow or lift and other matters pertaining to operation and maintenance;

(g) reasonable precautions are taken to ensure the safety of all passengers on the tow or lift;

(h) no person is in any place or area where the accidental or unexpected starting or moving of the tow or lift, or any part thereof, is likely to endanger the safety of that person unless effective precautions to prevent such starting or moving are taken, including the locking-out of control switches or other control mechanisms and the posting of warning signs satisfactory to an inspector;

(i) clearances adequate for the safety of employees, passengers and other persons are maintained between the moving part of any machine and any other machine, structure or thing;

(j) every place, matter or thing that is dangerous to the safety of an attendant or operator or any passenger is safely guarded or fenced to a height of four feet above the snow level with an enclosure that rejects a ball two inches in diameter, unless,

- (i) its position, construction or attachment assures the same protection as if it were safely fenced or guarded, or
- (ii) it is provided with a safety device that automatically prevents a person from coming into contact with any dangerous part;



- (k) every tow and lift is so located or protected as to minimize the possibility of skiers interfering with the safe movement of persons being transported by the tow or lift; and
  - (l) no person is transported by a tow or lift while the straps of his ski poles are fastened to his arms or wrists.
- (2) The owner of every rope tow or ski lift shall ensure that every metal hauling rope,
- (a) is lubricated according to the manufacturer's recommendation to protect the rope against excessive deterioration;
  - (b) is not kept lying on the ground for an unnecessary period;
  - (c) is kept under constant tension by means of a freely moving and guarded counterweight, except where otherwise approved by an engineer of the Department;
  - (d) is replaced where,
    - (i) 30 per cent, or in the case of a chair lift 20 per cent, or more of the wires in any one strand of a rope lay are broken,
    - (ii) it has been mechanically damaged,
    - (iii) it shows signs of excessive rust or corrosion,
    - (iv) any section collapses due to internal breakdown, or
    - (v) it is badly worn;
  - (e) is spliced only under the supervision of a qualified person and in accordance with the manufacturer's specifications;
  - (f) is not spliced at intervals of less than 200 feet; and
  - (g) is not subjected to excessive heat by welding torches or electrodes.
- (3) The owner of every rope tow or ski lift shall ensure that no counterweight rope is spliced. O. Reg. 262/65, s. 8.
9. The speed of a rope tow or ski lift shall be constantly under the control of an operator or mechanical governor. O. Reg. 262/65, s. 9.
- 10.—(1) Every person on or in the vicinity of a rope tow or ski lift who is wearing skis with automatic-release bindings shall provide adequate safety straps or links between each boot and the ski fastened thereto.
- (2) No person shall cross a lift line where,
    - (a) movement of the hauling rope might endanger his safety; or
    - (b) the safety of any passenger might be endangered thereby. O. Reg. 262/65, s. 10.
11. Every person in the vicinity of a rope tow or ski lift shall obey all safety signs, instructional signs and verbal safety instructions given by an inspector, owner, attendant or other person authorized by the owner. O. Reg. 262/65, s. 11.
12. A rope tow or ski lift shall be shut down as soon as possible during an electrical storm or where there is evidence of excessive static electricity. O. Reg. 262/65, s. 12.
13. A lock-out type of switch, or safety gate, that will stop or prevent operation of a rope tow or ski lift, shall be provided in each machine room, and at each loading, unloading and transfer area. O. Reg. 262/65, s. 13.
14. Where a machine that provides power for a rope tow or ski lift is located in a building,
- (a) the building shall be adequately ventilated;
  - (b) sufficient window area shall be provided so the person in charge of the machine has an unobstructed view of the lift line;
  - (c) one or more readily available exits shall be provided in case of fire or other emergency; and
  - (d) a "NO ADMITTANCE" sign shall be posted at the entrance. O. Reg. 262/65, s. 14.
15. Exhaust from an internal combustion engine shall be discharged so as to not endanger the safety of any person. O. Reg. 262/65, s. 15.
16. Liquid fuels and petroleum gases shall be stored and handled in accordance with *The Gasoline Handling Act* and *The Energy Act* and the regulations made under those Acts. O. Reg. 262/65, s. 16.
17. Every clamp and attachment for fastening a hauling bar or chair to a hauling rope shall be relocated at least once in every twelve months, or more often if required by the manufacturer's instructions, to a new unused position at least three feet distant along the rope. O. Reg. 262/65, s. 17.
18. Post, towers and terminal structures shall,
- (a) be properly located to conform to the profile of the terrain and shall be constructed and maintained so as to provide for proper deflection of the hauling rope;



- (b) have adequate provision to facilitate inspection of sheaves;
- (c) except in the case of a rope tow, be numbered consecutively;
- (d) be secured against overturning or misalignment under the most severe loading conditions;
- (e) where located in the immediate area of any travelled portion of the rope tow or ski lift, have no sharp or protruding objects at a height less than eight feet above snow level, unless adequately padded;
- (f) where required, be supported by guy wires or braces that are clearly marked;
- (g) where required, be equipped with a device to prevent bars and chairs from swinging into and catching on any post, tower or terminal structure;
- (h) except in the case of a rope tow or similar device where the hauling rope is beside the skier, have the sheaves so located as to prevent the hauling rope from coming closer than two feet above a passenger's head under regular loading conditions; and
- (i) where creep snow occurs, be protected by snow deflectors installed at an angle of not less than 30 degrees to the direction of snow creepage or by other means approved by an inspector. O. Reg. 262/65, s. 18.

19.—(1) Except in the case of a rope tow, a device that will prevent the hauling rope from coming off the tower side of the sheaves or carrier assembly shall be provided on all towers.

(2) A concave-shaped bracket or other device shall be provided to catch the cable in the event it comes off a sheave.

(3) The sheaves for a return hauling rope shall be installed so as to prevent the passenger from contacting the sheaves and hauling rope, and where a passenger unloads across the line of and below a returning bar, the bottom of every bar shall be not less than eight feet above the ground or snow surface at that area.

(4) A guide sheave or guard shall be provided to guide the hauling rope on and off the drive sheave and main upper terminal sheave, except where such sheave is self-aligning.

(5) Every tower shall be equipped with a device that automatically stops the lift if the hauling rope leaves a sheave.

(6) Every sheave shall be securely anchored or guarded to prevent it from becoming displaced from its normal position.

(7) Every cable hitch shall be protected by a thimble or equivalent protection.

(8) Every method used to fasten rope or cable shall be of a type that prevents loosening and damage to the rope or cable.

(9) The exposed ends of every cable shall be securely lashed. O. Reg. 262/65, s. 19.

20.—(1) Every rope tow and ski lift and every part thereof shall be so designed, fabricated, constructed and maintained as to safely support all loads that may reasonably be expected to be applied to it including,

- (a) dead load;
- (b) live load;
- (c) wind, ice and snow loads;
- (d) vibration; and
- (e) impact.

(2) For the purposes of design and computing maximum capacity, each passenger and his equipment is deemed to weigh one hundred and seventy pounds.

(3) For the purposes of design every load shall be doubled where an impact load is likely to occur.

(4) In the case of main supporting devices or parts thereof that are subjected to a tensile stress, the safety factor based on the ultimate tensile strength of the material shall be,

- (a) five for the hauling rope;
- (b) six for counterweight ropes or cables;
- (c) five for a chair and hanger assembly or a bar and clamp assembly;
- (d) four for a tower or terminal structure; and
- (e) five for any welding. O. Reg. 262/65, s. 20.

#### ROPE TOWS AND SURFACE LIFTS

21.—(1) Where the entire length of a rope tow or surface lift is visible to the operator and the operator has the control of the loading of passengers, no other attendant is required. O. Reg. 262/65, s. 21 (1).

(2) Where, by reason of the contour of the hill or weather conditions, the entire lift line is not visible to the operator or attendant or where considered

necessary by an inspector, an attendant shall also be stationed at such other locations as are necessary to insure the safety of passengers. O. Reg. 262/65, s. 21 (2), *amended*.

(3) Where two rope tows or surface lifts are operated side-by-side, one operator shall be sufficient for both lifts if he is stationed in a position where he has an unobstructed view of the entire length of both lift lines simultaneously, and is not solely responsible for spacing skiers on both lifts.

(4) An emergency stopping device shall be located within easy access of the operator and each attendant. O. Reg. 262/65, s. 21 (3, 4).

**22.—(1)** Where the entire length of a rope tow or surface lift is not visible to the operator, a communication or signal system between the top and bottom landings of the tow or lift shall be established.

(2) The communication or signal system shall also serve an intermediate station when necessary to safeguard passengers or when so directed by an inspector.

(3) The type of signals used in the communication system shall be posted and be properly understood between the operator and the attendant.

(4) The communication system shall be,

- (a) a two-way telephone or radiophone between all terminals and the place at which the operator is stationed;
- (b) a two-way public address system capable of reaching all points along the tow line; or
- (c) a two-way push button signal buzzer system between all terminals and the place at which the operator is stationed. O. Reg. 262/65, s. 22.

**23.—(1)** Except where considered unnecessary by the chief inspector, every rope tow and surface lift shall be provided with a safety gate so located that no person can come in contact with a head sheave or other obstruction while being transported by the rope tow or ski lift. O. Reg. 262/65, s. 23 (1), *amended*.

(2) The distance beyond the safety gate to the first sheave or other obstruction shall be not less than 130 per cent of the distance the hauling rope travels after the safety gate has been tripped, and this distance shall be determined while the rope tow or surface lift is operating at maximum operating speed with only one passenger riding on the installation.

(3) The safety gate shall be,

- (a) installed across the line of travel of the hauling rope;
- (b) located so that a skier cannot be carried past the safety gate without tripping it; and
- (c) marked with a red flag and sign. O. Reg. 262/65, s. 23 (2, 3).

**24.—(1)** Where an emergency stop control is actuated, the hauling rope of a rope tow or surface lift shall not coast more than 75 per cent of the minimum spacing of passengers on the tow or lift.

(2) Except as provided in subsection 3, every rope tow and surface lift shall have a positive backstop, anti-rollback device or ratchet so designed, fabricated, installed and maintained as to effectively prevent reverse rotation of the tow or lift in the event of power failure or failure of the driving mechanism.

(3) An anti-rollback device is not required on a rope tow that is driven by an internal combustion engine and equipped with a manual brake or other device that prevents the hauling rope from travelling in the reverse direction when the clutch is disengaged.

(4) Every brake shall have a capacity sufficient to stop and hold the hauling rope when the rope tow or surface lift is fully loaded.

(5) An electric brake on a rope tow or surface lift shall,

- (a) be applied automatically by compression springs when the power source is removed; and
- (b) not be connected across the armature or field of a direct current driving motor. O. Reg. 262/65, s. 24.

**25.** The loading area of a rope tow or surface lift shall be of sufficient length and width and be graded to provide an easy approach to the loading point and to allow skiers an easy start. O. Reg. 262/65, s. 25.

**26.** The ski path of each rope tow and surface lift shall be kept reasonably smooth, and there shall be a minimum clearance of three feet between the normal path of the passengers and any obstruction. O. Reg. 262/65, s. 26.

**27.** When the spacing of passengers on a rope tow or surface lift is not controlled by fixed bars or similar means, a red flag shall be provided adjacent to the lift line at a distance beyond the loading point not less than the safe spacing of passengers. O. Reg. 262/65, s. 27.



28. An unloading area of a rope tow or surface lift shall be of sufficient area and graded to slope slightly away from the tow. O. Reg. 262/65, s. 28.

29.—(1) No person shall use a strap, rope, tow-gripper or similar device to fasten the passenger's hand or body to the hauling rope or bar attachment of a rope tow or surface lift. O. Reg. 262/65, s. 29 (1).

(2) Detachable towing handles may be used subject to such requirements as are considered necessary by the chief inspector. O. Reg. 262/65, s. 29 (2), *amended*.

#### SURFACE LIFTS

30. Except where considered unnecessary by an inspector, an attendant shall be located at every loading and unloading area of a surface lift. O. Reg. 262/65, s. 30, *amended*.

31. A towing device on a surface lift shall be so controlled that when released it will not endanger any person or interfere with the safe operation of the lift. O. Reg. 262/65, s. 31.

32. A retractable towing device shall be immediately removed from use when it fails to extend or retract normally. O. Reg. 262/65, s. 32.

#### ROPE TOWS

33. The hauling rope of a rope tow shall,

- (a) be manufactured for rope tow use;
- (b) have a special lay to minimize twist; and
- (c) be free from protruding fibres and broken strands. O. Reg. 262/65, s. 33.

34.—(1) The tension on a hauling rope of a rope tow shall be applied either by a hand-operated chain hoist, a winch equipped with holding dogs, a self-locking type winch or any other device satisfactory to an inspector that will effectively maintain the required tension.

(2) The tension device shall be of good quality and securely anchored. O. Reg. 262/65, s. 34.

35.—(1) Except as provided in subsection 2, the idler sheaves for the return rope of a rope tow shall be located at a sufficient height and on the opposite side of the post so that a passenger cannot become entangled in the sheaves or rope.

(2) A return rope may be carried on sheaves suspended over the uphill ski track if the rope is prevented from jumping out of the sheaves by guards and is kept out of a skier's reach.

(3) An intermediate sheave shall not be located on the uphill rope between the loading area and unloading or transfer area.

(4) The height of a hauling rope at the loading point of a rope tow shall be not less than two feet nor more than three feet above the ground or snow surface.

(5) Where skiers can approach the hauling rope from the side on which the machine and idler pulleys are located, the loading area shall be guarded beyond the anchorage post used for mounting of the tension device. O. Reg. 262/65, s. 35.

36. The speed of a hauling rope for a rope tow shall,

- (a) not exceed fifteen hundred feet per minute; and
- (b) be adjusted only by the operator. O. Reg. 262/65, s. 36.

#### CHAIR LIFTS

37.—(1) An operator of a chair lift shall be stationed at the driving unit and have full control over the starting, speed and operation of the driving unit.

(2) An attendant shall be provided at each loading and unloading station of a chair lift.

(3) Where tow stations are immediately adjacent, one attendant may have control of both stations if he can assist passengers to board and disembark safely at both stations. O. Reg. 262/65, s. 37.

38.—(1) A chair lift installation shall include,

- (a) an electric brake where the lift is electrically driven;
- (b) a manually operated brake;
- (c) an anti-rollback device to prevent reverse rotation of the lift; and
- (d) an overspeed device that automatically applies the brake and stops the lift when the speed of the lift exceeds the rated speed by more than 15 per cent.

(2) An electric brake on a chair lift shall,

- (a) have a capacity sufficient to stop and hold the lift when the lift is fully loaded;
- (b) be applied automatically by compression springs when the power source is removed; and
- (c) not be connected across the armature or field of a direct current motor.

(3) The main brake shall be applied to the drive shaft or drive sheave so that there is no clutch, V-belt or chain drive or similar device between the brake and the drive sheave.



- (4) The energy of an overhauling load shall,
- (a) be dissipated electrically, hydraulically or pneumatically; and
  - (b) not be absorbed by the brakes required in clauses *a* and *b* of subsection 1. O. Reg. 262/65, s. 38.

**39.** No person shall operate a chair lift,

- (a) at a speed that might endanger any passenger;
- (b) while the lift is being loaded or unloaded, at a speed in excess of 600 feet per minute for skiers and 450 feet per minute for non-skiers; and
- (c) in a manner that creates a loading interval between chairs of less than six seconds. O. Reg. 262/65, s. 39.

**40.** Each chair on a chair lift shall,

- (a) have no jagged edges or other objects on which a passenger's clothing or equipment might become snagged;
- (b) be equipped with a safety bar that will not release without positive action by a passenger when the safety bar is closed;
- (c) be equipped with a foot rest arranged to move to a safe position for loading and unloading when the safety bar is released;
- (d) be numbered consecutively;
- (e) be spaced on the hauling rope to uniformly distribute the loading on the lift; and
- (f) be designed to minimize wind resistance. O. Reg. 262/65, s. 40, *amended*.

**41.** A communication system that consists of,

- (a) a two-way telephone or radiophone between all terminal and operating rooms; or
- (b) a two-way public address system capable of reaching all points along the lift line,

shall be provided for every chair lift. O. Reg. 262/65, s. 41.

**42.** A system of planned evacuation of passengers from the chairs in the event of power failure or breakdown shall be established and proper equipment to achieve such evacuation shall be kept available for immediate use. O. Reg. 262/65, s. 42.

**43.** A chair lift installation shall be provided with an auxiliary internal combustion engine that is,

- (a) connected to all required safety devices; and
- (b) tested for proper functioning prior to operation of the chair lift each day. O. Reg. 262/65, s. 43.

**44.**—(1) Where a chair lift is used by non-skiers or where considered necessary by an inspector during the skiing season, a safety gate shall be provided at each terminal to stop the lift before a passenger meets an obstruction or is carried around the terminal sheave. O. Reg. 262/65, s. 44 (1); *amended*.

(2) The distance beyond the safety gate to the first sheave or other obstruction shall be not less than 150 per cent of the distance the hauling rope travels after the safety gate has been tripped, and this distance shall be determined while the lift is operating at maximum operating speed with only one passenger riding on the installation. O. Reg. 262/65, s. 44 (2).

**45.**—(1) Every loading and unloading area shall have a minimum level length of sixteen feet, except in the case of unloading areas for skiers, which shall be declined so that the skiers may ski away from the lift.

(2) Provision shall be made at all terminals for proper separation of incoming and outgoing passengers. O. Reg. 262/65, s. 45.

**46.** Towers shall,

- (a) except at a terminal, be of a height that prevents all chair seats from coming closer than eight feet to the ground or snow, but a chair may be closer to the ground or snow when the runway is fenced on both sides and there is no possibility of a passenger's ski-tips touching the ground, snow or other obstruction; and
- (b) be of sufficient height so that skiers passing under the hauling rope cannot contact the foot rest of the chairs or a passenger's skis. O. Reg. 262/65, s. 46.

**47.**—(1) Subject to subsection 2, the horizontal distance to the nearest obstruction measured from any vertical line that passes through the end of a seat of a chair and extends five feet below and five feet above the seat shall be not less than,

- (a) forty-two inches in the case of vegetation or a lattice work tower; and
- (b) thirty inches in the case of a tower of solid or tubular construction, solid rock or other fixed obstruction.

(2) The horizontal distance to an obstruction other than vegetation may be reduced to not less than twenty-four inches if such obstruction is guarded to the satisfaction of an inspector.

(3) Dead trees and other objects that might fall across the lift line of a chair lift shall be removed.

(4) The clearing for a chair lift shall be protected against washouts that might endanger the lift or its foundations. O. Reg. 262/65, s. 47.

SIGNS

48.—(1) A sign numbered as an item in the Table shall,

(a) bear the words set opposite the item in column 1 in letters not less than the minimum height and width of stroke set out in columns 3 and 4;

(b) be located in accordance with column 2;

(c) be located so that the sign may be easily read; and

(d) be substantially supported.

(2) Letters in a sign numbered as an item in the Table shall be block letters, white in colour and on a forest green background except the signs numbered as items 11 and 12 which shall be on a red background.

(3) Every sign intended to be read by a passenger while being transported by a rope tow or ski lift and every warning sign shall be separate from every other sign. O. Reg. 262/65, s. 48.

TABLE

ITEM	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
	Sign	Location	Height of Letters (Minimum)	Stroke Width of Letters (Minimum)
1.	NO ADMITTANCE	At the entrance to every machine area	2"	5/16"
2.	TOW GRIPPERS PROHIBITED	At the loading area of every rope tow	2"	5/16"
3.	REMOVE POLE STRAPS FROM WRISTS	At the loading area of every rope tow or surface lift	2"	5/16"
4.	IF NOT FAMILIAR WITH USE OF LIFT ASK ATTENDANT FOR INSTRUCTIONS	At the loading area of every rope tow or ski lift	2"	5/16"
5.	KEEP SKI TIPS UP	At the approach to the unloading area of every chair lift	4"	7/16"
6.	PREPARE TO UNLOAD	At the approach to the unloading area of every rope tow or ski lift	4"	7/16"
7.	RAISE SAFETY BAR	At the approach to the unloading area of every chair lift	4"	7/16"
8.	SAFETY GATE	At every safety gate	4"	7/16"
9.	EMERGENCY SIGNAL	At every emergency signal	4"	7/16"
10.	TELEPHONE	At every telephone	2"	5/16"
11.	EMERGENCY STOPPING DEVICE	At every emergency stopping device	4"	7/16"



ITEM	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
	Sign	Location	Height of Letters (Minimum)	Stroke Width of Letters (Minimum)
12.	STOP LIFT LINE CROSSING	At every crossing of every rope tow or surface lift	4"	7/16"
13.	STAY IN TRACK	Along every track of every rope tow or surface lift where required	2"	5/12"
14.	GET OFF HERE	At every unloading or transfer point	4"	7/16"
15.	WAIT UNTIL SKIER AHEAD PASSES RED FLAG	At every loading area of a rope tow or surface lift having unfixed towing bars	4"	7/16"

O. Reg. 262/65, Table.



## REGULATION 240

### under The Embalmers and Funeral Directors Act

#### GENERAL

##### APPROVED SCHOOLS

1. In this Regulation, "registrar" means the registrar appointed by the Board under this Regulation. R.R.O. 1960, Reg. 129, s. 1.

2. The course of training for approved schools shall consist of instruction in anatomy, bacteriology, elementary chemistry, pathology, sanitation, public health, the practice of embalming and funeral directing and restorative art. R.R.O. 1960, Reg. 129, s. 2.

3. No person shall be admitted to an approved school unless he is the holder of a certificate of registration,

- (a) with the Board in Form 1; or
- (b) where he resides outside Ontario, with the board that registers embalmers and funeral directors in the jurisdiction in which he resides. R.R.O. 1960, Reg. 129, s. 3.

##### ARTICLED STUDENTS

4. An applicant for registration as an articulated student shall be of the full age of eighteen years and shall,

- (a) file with the registrar between the 1st day of July and the 30th day of September in any year,
  - (i) a petition for registration in Form 2,
  - (ii) an Ontario Secondary School Graduation Diploma or an equivalent certificate as determined by the Minister of Education,
  - (iii) separate certificates, in Form 3, of good character and fitness from two responsible persons, not relatives, who have known the applicant and his family for upwards of five years, and
  - (iv) articles of apprenticeship in Form 4; and
- (b) pay the Board a registration fee of \$10. R.R.O. 1960, Reg. 129, s. 4; O. Reg. 71/63, s. 1; O. Reg. 182/67, s. 1.

5.—(1) Registration of an articulated student shall cease if he fails,

- (a) to attend the first course of lectures at an approved school during the first year of registration;
- (b) to pass the examination set by an approved school during the first twelve months of registration;
- (c) to attend the complete course of lectures at an approved school and try the examination set by the Board within two years from the date of registration; or
- (d) to apply to re-try the examination by the Board under section 15; R.R.O. 1960, Reg. 129, s. 5 (1); O. Reg. 153/61, s. 1.

(2) Where upon an application to the Board it is shown that the failure of the student was due to his illness or a death in his family, the Board shall direct that his registration shall not cease. R.R.O. 1960, Reg. 129, s. 5 (2), *amended*.

(3) When an articulated student ceases to be registered with the Board his contract of service under articles is discharged. R.R.O. 1960, Reg. 129, s. 5 (3).

6.—(1) The Board may, upon application, grant a registered student permission to attend a school of embalming or funeral directing other than an approved school, where the student first obtains the consent in writing of the funeral director to whom he is articulated.

(2) Where a registered student has successfully completed the courses of study at a school as provided in subsection 1, the time of attendance at that school shall be counted as service under articles and the student may enrol for the second course of lectures at an approved school. R.R.O. 1960, Reg. 129, s. 6.

7.—(1) The period of apprenticeship under articles shall be not less than two years.

(2) No articulated student shall, during the term of his apprenticeship, be engaged in any employment other than for the funeral director to whom he is bound, except with the written consent of the funeral director and the written approval of the Board.

(3) A funeral director to whom an articulated student is bound may without special permission grant the student leave of absence for an annual vacation or on account of illness.

(4) Every articulated student shall be granted full-time leave of absence during attendance at an approved school. R.R.O. 1960, Reg. 129, s. 7.

8. An articulated student may transfer his services under articles of apprenticeship to a funeral director by means of an assignment which shall be in Form 5, and the assignment, together with an affidavit of service in Form 8, shall be filed with the registrar within fifteen days from the date thereof. R.R.O. 1960, Reg. 129, s. 8.

9.—(1) A funeral director shall not have more than one articulated student at a time, but, where a funeral director regularly employs two or more embalmers, he may have two articulated students. R.R.O. 1960, Reg. 129, s. 9 (1).

(2) Where a licence is issued to a person to act as a funeral director in a business or branch in which another person is licensed to act as a funeral director, only the funeral director who is first licensed shall have the articulated students referred to in subsection 1. O. Reg. 247/62, s. 1.

(3) Every funeral director to whom a student is bound shall, upon the completion of the term of service or upon the assignment of the articles of apprenticeship, furnish the student with an affidavit of service under articles in Form 8. R.R.O. 1960, Reg. 129, s. 9 (2).

10.—(1) Where a funeral director to whom an articulated student is bound,

- (a) is absent from Ontario for more than ninety consecutive days;
- (b) becomes bankrupt or takes the benefit of any Act for the relief of insolvent debtors;
- (c) is imprisoned for a period of twenty-one days; or
- (d) discontinues business as a funeral director,

the Board shall upon the application of any of the parties to the contract of service, order that the contract be discharged.

(2) Where a funeral director to whom an articulated student is bound dies or where the contract of service has been discharged or has been cancelled by the consent of the parties thereto, the student may file with the registrar within sixty days of the death, discharge or cancellation another contract in writing in Form 4 to serve a funeral director for the balance of the term, together with the affidavit of service under the original contract in Form 8 or, where the funeral director has died, in Form 9.

(3) The Board shall dispense with the filing of an affidavit of service in Form 8 as required under subsection 2 where on application to the Board it is made to appear that it was impossible for the student to obtain the affidavit in the time required for filing.

(4) Where a student fails to comply with the requirements of subsections 2 and 3, registration shall cease. R.R.O. 1960, Reg. 129, s. 10.

11. A funeral director shall explain to a student articulated to him the provisions of the Act and this Regulation and during the course of his term of apprenticeship instruct him to the best of his ability in the work of a funeral director and embalmer. R.R.O. 1960, Reg. 129, s. 11.

12. An applicant for a certificate of qualification shall pay the Board a fee of \$40, but, where the applicant is the holder of a certificate of qualification issued under any public general Act of Ontario relating to embalmers and undertakers or embalmers and funeral directors, he shall pay a fee of \$10. R.R.O. 1960, O. Reg. 129, s. 12.

13. An articulated student applying for a certificate of qualification shall,

- (a) have completed a full course of instruction at an approved school;
- (b) have served at least eighteen months under articles of apprenticeship; and
- (c) at least fifteen days before the date fixed for the examination by the Board file with the registrar an application in Form 6. R.R.O. 1960, Reg. 129, s. 13.

14.—(1) A certificate of qualification shall not be granted to an articulated student until he has,

- (a) served a period of at least two years under articles;
- (b) filed with the registrar his affidavit of service in Form 7 and an affidavit of service by the funeral director to whom he is articulated in Form 8; and
- (c) furnished evidence that he has assisted in the embalming of at least fifty dead human bodies.

(2) The period of service of a student under articles shall be calculated from the date of registration with the Board, and completed within twelve months from the last day of the examinations set by the Board that the student has passed. R.R.O. 1960, Reg. 129, s. 14.

15.—(1) A student who fails to pass the examination by the Board may apply to the Board to try the examination the following year and in that case he shall continue to serve as an apprentice in accordance with the terms of his articles of apprenticeship.

(2) The application shall be made within fifteen days of the date set for the examination and shall be accompanied by a fee of \$10. R.R.O. 1960, Reg. 129, s. 15.



## REVOKED CERTIFICATES OF QUALIFICATION

16.—(1) Where a person whose certificate of qualification has been revoked under subsection 3 of section 15 of the Act desires to obtain a certificate of qualification he shall,

- (a) make application to the Board;
- (b) attend a two-day refresher course conducted or approved by the Board; and
- (c) pay the Board a fee of \$10 plus \$10 for each year since he last held a licence.

(2) The Board may fix a date for an examination when the person shall be examined by the Board and shall be accompanied by the fee prescribed by section 18 for a funeral director's licence or renewal of a funeral director's licence, respectively. R.R.O. 1960, Reg. 129, s. 16.

## LICENCES AND PERMITS

17. An application for a permit or the renewal of a permit shall be made to the registrar in writing and shall be accompanied by the fee prescribed by section 18 for a funeral director's licence or renewal of a funeral director's licence, respectively. R.R.O. 1960, Reg. 129, s. 17.

18.—(1) Before a funeral director's licence is issued the applicant therefor shall,

- (a) file with the registrar an application in Form 10 and a certificate of approval of premises by the Board; and
- (b) pay the Board a fee of \$25. R.R.O. 1960, Reg. 129, s. 18.

(2) Notwithstanding subsection 1, where an application is made for a licence to act as a funeral director in a business or branch in which another person is licensed to act as a funeral director, the applicant is not required to file a certificate of approval of the premises. O. Reg. 153/61, s. 2 (1).

(3) An application for renewal of a funeral director's licence shall be made to the registrar in Form 11 and shall be accompanied by a fee as determined by subsection 4.

(4) Where, during the year ending on the 31st day of October preceding the application for renewal, the business operated by a funeral director furnished to the public funeral supplies and services for,

- (a) fewer than twenty-six deaths registered by the applicant, the renewal fee is \$15;
- (b) not fewer than twenty-six deaths registered by the applicant but fewer than seventy-six, the renewal fee is \$25;

(c) not fewer than seventy-six deaths registered by the applicant but fewer than 126, the renewal fee is \$35;

(d) not fewer than 126 deaths registered by the applicant but fewer than 201, the renewal fee is \$50;

(e) not fewer than 201 deaths registered by the applicant but fewer than 350, the renewal fee is \$75; or

(f) 350 deaths or more registered by the applicant, the renewal fee is \$100. R.R.O. 1960, Reg. 129, s. 18 (2, 3).

(5) The fee prescribed by subsection 4 is payable for the renewal of one licence for a person to act as a funeral director in a business or branch and the fee for every additional licence to act as a funeral director in the same business or branch is \$25. O. Reg. 153/61, s. 2 (2).

19.—(1) Before an embalmer's licence is issued, the applicant therefor shall file with the registrar an application in Form 12 and pay the Board a fee of \$10.

(2) An application for renewal of an embalmer's licence shall be made to the registrar in Form 12 and shall be accompanied by a fee of \$10. R.R.O. 1960, Reg. 129, s. 19.

20.—(1) Where a holder of a certificate of qualification who is not the holder of a licence applies for a licence as an embalmer or a funeral director, he shall pay to the Board a fee of \$10 for each year since he last held a licence.

(2) No holder of a certificate of qualification who is a licensed embalmer or funeral director shall pay fees while on active service with any of Her Majesty's Forces. R.R.O. 1960, Reg. 129, s. 20.

## REFRESHER COURSE

21.—(1) Every holder of a certificate of qualification who is a licensed embalmer or funeral director shall at least once in every five years attend a two-day refresher course of instruction in embalming, restorative art, sanitation and funeral management conducted or approved by the Board.

(2) The registrar shall keep a record of every embalmer and funeral director who attends each course. R.R.O. 1960, Reg. 129, s. 21 (1, 2).

(3) This section does not apply to a licensed embalmer or funeral director who is,

- (a) on active service with the Canadian Armed Forces;
- (b) sixty years of age or over;



(c) not a resident of Ontario; or

(d) not actively engaged as an embalmer or a funeral director. R.R.O. 1960, Reg. 129, s. 21 (3), *amended*.

(4) An embalmer or funeral director who is unable to attend the course as required by subsection 1 may, upon filing proof of illness, physical disability or shortage of help, be granted an extension of time by the Board in which to comply.

(5) A renewal of the licence of an embalmer or funeral director shall not be granted where this section has not been complied with. R.R.O. 1960, Reg. 129, s. 21 (4, 5).

#### CHANGING PLACE OF BUSINESS

22. A licensed funeral director shall not change his place of business without first obtaining a certificate of approval for the new premises by the Board. R.R.O. 1960, Reg. 129, s. 22.

23. A licensed embalmer shall within fifteen days notify the registrar of,

- (a) any change in the address of his place of business; or
- (b) any change of his employment and the name and address of his employer. R.R.O. 1960, Reg. 129, s. 23.

#### REQUIREMENTS FOR FUNERAL DIRECTOR'S PREMISES AND INSPECTION THEREOF

24.—(1) A funeral director's premises shall have at least one room exclusively devoted to the keeping, embalming and preparation for burial or transportation of dead human bodies and the room shall be equipped with,

- (a) sanitary drainage or facilities for disposal of fluids;
- (b) adequate ventilation;
- (c) adequate sanitary receptacles and conveniences;
- (d) the necessary instruments and supplies; and
- (e) floors constructed of or covered by tile, concrete, linoleum, rubber matting or other equivalent suitable covering or surfacing.

(2) The premises shall have a casket display room with at least eight adult caskets of different grades on display.

(3) A funeral director shall have available accommodation, equipment, furnishings and automobile

transportation adequate to serve the public in his locality. R.R.O. 1960, Reg. 129, s. 24 (1-3).

(4) The premises, accommodation and equipment prescribed by subsections 1, 2, 3 and 4 are subject to the approval of the Board.

(5) A funeral director's premises shall be inspected at least once a year by a public sanitary inspector or medical officer of health and a certificate of the inspection shall be forwarded with the next ensuing application for renewal of his licence.

(6) A renewal of the licence of a funeral director shall not be granted where subsection 5 has not been complied with. R.R.O. 1960, Reg. 129, s. 24 (5-7).

25. The provinces of Alberta, Manitoba, Nova Scotia and Saskatchewan are designated as jurisdictions for the purpose of subclause iii of clause a of subsection 1 of section 15 of the Act. R.R.O. 1960, Reg. 129, s. 25.

#### DUTIES OF REGISTRAR

26. The registrar shall keep a register containing separate lists of the names and addresses and the place of business or employment of,

- (a) licensed funeral directors;
- (b) licensed embalmers;
- (c) holders of certificates of qualification who are not licensed;
- (d) registered students; and
- (e) holders of permits,

and shall conduct the correspondence and generally perform all the clerical work of the Board. R.R.O. 1960, Reg. 129, s. 26.

#### HEARINGS BY THE BOARD

29. The Board may, after a hearing, suspend or revoke a certificate of qualification and cancel a licence, or may suspend or cancel a permit, when it has been shown to the satisfaction of the Board that the holder,

- (a) has procured the certificate, licence or permit by fraud or misrepresentation;
- (b) has been convicted of any offence for conduct which demonstrates that it is not in the public interest for him to act as an embalmer or funeral director;
- (c) is mentally or physically incapable of acting as an embalmer or funeral director;
- (d) is so given over to the use of alcohol or drugs as to render him incapable of acting as an embalmer or funeral director;

- (e) has demonstrated by one or more negligent acts or omissions that he is incompetent to act as an embalmer or funeral director;
- (f) has made or promised any payment or award by himself or by an employee, agent or representative, to any person for the purpose of extending the services of or procuring patronage for the holder;
- (g) has contravened *The Embalmers and Funeral Directors Act* or *The Prearranged Funeral Services Act* or the regulations under either Act; or
- (h) has been guilty of professional misconduct. O. Reg. 247/62, s. 2; O. Reg. 506/69, s. 1.

28.—(1) No funeral director shall in his advertising, including any sign on his premises, include the name of any person who has not held a certificate of qualification under this Act.

(2) No funeral director shall in his advertising include any reference to prices or conditions of sale.

(3) No funeral director shall authorize or use an advertisement that has an area exceeding 500 square inches other than a sign on his premises identifying his business.

(4) No funeral director shall make any false or misleading statement in his advertising. O. Reg. 247/62, s. 2.

EXPENSES

29.—(1) The Board may,

- (a) employ and pay for such clerical, professional or other services as are necessary from time to time;
- (b) purchase supplies and equipment;
- (c) pay rent for office or other accommodation; and
- (d) pay travelling and incidental expenses.

(2) Each member of the Board shall be paid a per diem allowance of \$30 and travelling and living expenses while engaged upon the business of the Board. R.R.O. 1960, Reg. 129, s. 29.

Form 1

*The Embalmers and Funeral Directors Act*

CERTIFICATE OF REGISTRATION  
WITH THE BOARD

THIS IS TO CERTIFY that.....

.....  
(names in full)

of the.....of....., in the  
County (or as the case may be) of.....

is registered with the Board as an articulated student.

Articles of apprenticeship dated.....

with.....

(name of funeral director)

.....  
(address)

Date of registration with the Board.....

.....  
Registrar, Board of Administration

R.R.O. 1960, Reg. 129, Form 1, amended.

Form 2

*The Embalmers and Funeral Directors Act*

PETITION FOR REGISTRATION  
OF AN ARTICLED STUDENT

TO THE BOARD OF ADMINISTRATION:

THE PETITION OF.....

.....  
(names in full)

of the.....of....., in the County (or as  
the case may be) of....., son of

.....;  
(names in full)

of the.....of....., in the County (or as  
the case may be) of.....;

.....  
(occupation)

SHOWETH AS FOLLOWS:

YOUR PETITIONER

(a) was born at.....in the Province of

.....on the.....day of.....

in the year 19....;

(b) has obtained a diploma or equivalent certificate of the required scholastic standing under



subclause ii of clause *a* of section 4 and annexes it hereto;

(c) is apprenticed to.....

of the.....of.....in the County

(*or as the case may be*) of.....

by Articles of Apprenticeship dated the

.....day of....., 19.... annexed;

(*d*) annexes two certificates of good character and fitness;

(*e*) encloses the registration fee of \$10.

YOUR PETITIONER therefor prays to be registered with the Board as an articulated student.

Dated at....., this.....day of.....,

19....

WITNESS:

.....  
(signature of petitioner)

Address to which communications may be sent

.....

NOTE: File this petition with all blanks filled in and all irrelevant words struck out with the Registrar of the Board, 100 College Street, Toronto 2, Ontario, together with the documents annexed, between the 1st day of August and the 31st day of October.

R.R.O. 1960, Reg. 129, Form 2, *amended*.

Form 3

*The Embalmers and Funeral Directors Act*

CERTIFICATE OF  
GOOD CHARACTER AND FITNESS

TO THE BOARD OF ADMINISTRATION:

I,.....

of.....  
(state fully address and profession, occupation or position)

CERTIFY THAT.....  
(name and description of applicant)

has been known to me personally for upwards of.... years last past. I have had the following opportunities of judging his (her) character:

I believe him (her) to be a person of good character and a proper person to be registered as an articulated student with the Board with a view to being issued a certificate of qualification by the Board.

Dated this.....day of....., 19....

.....  
(name)

.....  
(address)

NOTE: See section 4 for persons who may make this certificate. R.R.O. 1960, Reg. 129, Form 3.

Form 4

*The Embalmers and Funeral Directors Act*

ARTICLES OF APPRENTICESHIP

MEMORANDUM OF AGREEMENT made the....day

of....., 19.... BETWEEN.....

.....of the.....of.....

in the County (*or as the case may be*) of....., hereinafter called the APPRENTICE, OF THE FIRST PART,

AND.....of the.....

of.....in the County (*or as the case may be*)

of....., a licensed funeral director, hereinafter called the MASTER, OF THE SECOND PART,

AND.....of the.....

of.....in the County (*or as the case may be*)

of.....father or guardian of the party of the first part, OF THE THIRD PART.

WITNESSETH that in consideration of the mutual covenants hereinafter contained:

1. The Apprentice hereby contracts to serve as an apprentice to the Master from the date hereof until he is registered with the Board of Administration as an articulated student and thereafter until he is issued a certificate of qualification or this contract is discharged under sections 5 and 10 of the Regulation made by the Board under the Act.

2. The Master hereby accepts the Apprentice as his apprentice.

3. THE APPRENTICE COVENANTS:

(a) to obey and execute all lawful and reasonable demands of the Master;



- (b) not to absent himself from the service of the Master without leave;
- (c) truly, honestly and diligently to service the Master in accordance with the Act and regulations thereunder, at all times during the term hereof; and
- (d) to indemnify the Master and make good and reimburse him for any damage, injury or loss that the Master suffers through any breach by the Apprentice of this contract or any covenant therein.

4. THE MASTER COVENANTS:

- (a) to the best of his ability to teach and instruct the Apprentice in the science and practice of embalming and the business of a funeral director; and
- (b) when the Apprentice has complied with all necessary requirements therefor, to offer the Apprentice every assistance to obtain a certificate of qualification and to furnish him with an affidavit of his service under articles in accordance with the regulations.

5. THE PARTY OF THE THIRD PART COVENANTS with the Master that the Apprentice will perform this contract and the covenants herein made by him.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED

in the presence of:

NOTE: File these articles with all blanks filled in and all irrelevant words struck out with the Registrar of the Board, 100 College Street, Toronto 2, Ontario, together with the other documents required by sections 4 or 10.

R.R.O. 1960, Reg. 129, Form 4, *amended*.

Form 5

*The Embalmers and Funeral Directors Act*

ASSIGNMENT OF ARTICLES  
OF APPRENTICESHIP

THIS INDENTURE made the.....day of  
.....,19....

BETWEEN.....  
of.....in the County (or as the case may be)  
of.....a licensed funeral director, hereinafter called the ASSIGNOR  
AND.....  
of.....in the County (or as the case may be)  
of.....a licensed funeral director, hereinafter called the ASSIGNEE  
AND.....  
of the same place, articulated student, hereinafter called the APPRENTICE  
AND.....  
of.....of the County (or as the case may be)  
of.....father or guardian, hereinafter called the FATHER OR GUARDIAN.

WHEREAS by Articles of Apprenticeship dated  
.....day of.....,19....  
the Apprentice contracted to serve as apprentice to the Assignor.

AND WHEREAS the Assignor at the request of the Apprentice and Father or Guardian has agreed to assign the Articles to the Assignee.

NOW THIS INDENTURE WITNESSETH that in consideration of the premises the Assignor assigns to the Assignee the Articles and the benefits of the obligations and covenants therein contained, and the Apprentice and the Assignee each covenants with the other to perform the mutual obligations and covenants contained in the Articles.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED

in the presence of:

NOTE: File this assignment of articles with all blanks filled in and all irrelevant words struck out with the Registrar of the Board, 100 College Street, Toronto 2, Ontario, together with an affidavit of service in Form 8, within thirty days from the date hereof.

R.R.O. 1960, Reg. 129, Form 5.





of the.....of.....  
in the County (or as the case may be) of....., a  
licensed funeral director, MAKE OATH AND SAY THAT:

1. The above-mentioned articulated student was  
employed by and faithfully and diligently served me  
as an apprentice in the business and trade of a  
funeral director and embalmer under Articles of  
Apprenticeship dated the.....day of.....  
....., 19....(and assigned to me by Indenture  
dated the.....day of....., 19....)  
from the.....day of....., 19....  
to the.....day of....., 19....  
inclusive, except during the time that he was in  
attendance at lectures at the.....  
(fill in name of approved school)  
or on leave during vacation granted by me, and such  
other times as follows:

2. The articulated student was not at any time during  
the period of service to my knowledge or belief em-  
ployed by any other person except as follows:  
3. That during the period of service of the articulated  
student he assisted in the embalming of.....  
dead human bodies.  
4. I believe the said articulated student is a fit and  
proper person for a certificate of qualification.

SWORN before me at.....  
in the.....of.....  
this.....day of.....,  
19....

A Commissioner, etc.  
R.R.O. 1960, Reg. 129, Form 8, amended.

Form 9

The Embalmers and Funeral Directors Act

AFFIDAVIT AS TO SERVICE OF AN ARTICLED  
STUDENT WHERE THE FUNERAL  
DIRECTOR HAS DIED

In THE MATTER OF.....  
an articulated student.

I,.....of  
.....in the County (or as the

case may be) of.....  
(occupation)

make oath and say that:

1. I am a....., and have  
resided at....., for  
(address)  
.....years and have been employed at  
.....for.....years.

2. I knew the above-mentioned articulated student  
and....., who  
(name of funeral director)  
died on the.....day of....., 19....

3. I am informed and believe that.....  
the above-named articulated student faithfully and dili-  
gently served.....as an apprentice in  
the business and trade of a funeral director and em-  
balmer under Articles of Apprenticeship dated the  
.....day of....., 19....  
(and assigned to.....by Indenture dated  
the.....day of....., 19....)  
from the.....day of....., 19....to  
the.....day of....., 19....inclusive,  
except the time that he was in attendance at lectures  
at the.....  
(fill in name of approved school)  
or on leave during vacation granted to him, and such  
other times as follows:

4. The articulated student was not at any time during  
the period of service to my knowledge or belief em-  
ployed by any other person except as follows:  
5. During the period of service of the articulated  
student he assisted in the embalming of.....  
dead human bodies.  
6. I believe the said articulated student is a fit and  
proper person for a certificate of qualification.

SWORN before me at.....  
in the.....of.....  
this.....day of.....,  
19....

A Commissioner, etc.  
R.R.O. 1960, Reg. 129, Form 9, amended.



**Form 10***The Embalmers and Funeral Directors Act***APPLICATION FOR LICENCE  
AS FUNERAL DIRECTOR**

TO THE BOARD OF ADMINISTRATION:

I, .....  
(name in full)of .....  
(city, town or village) (county or as the case may be)the holder of a certificate of qualification issued by the  
Board dated ..... apply for a licence as a  
funeral director.I intend to carry on business as a funeral director  
at ..... in .....  
(street and number) (city, town or village)  
.....  
(county or as the case may be)I reside at .....  
(street and number)  
in ..... as aforesaid, which is .....  
(city, town or village)distant ..... miles from my intended  
place of business.My premises, accommodation and equipment have  
been inspected and approved by the Board and its  
certificate is annexed hereto.

I enclose licence fee of \$25.

The answers and statements in the appended  
Schedule are true.Dated at ....., this ..... day of  
....., 19.....

WITNESS:

.....  
(signature of applicant)**Schedule**

1. Is the business of funeral director to be conducted  
in your own name? .....
2. If not, give the name in which it is to be  
conducted .....

3. If a firm, partnership or corporation, are you to  
be the manager? .....
4. Have you a motor funeral-car or hearse? .....
5. If you have no hearse, what arrangement have  
you for the use of one? .....
6. Have you a service car? .....
7. What other motor equipment have you? .....
8. How many adult caskets have you in stock? ....
9. Describe fully your funeral furnishings and  
equipment. ....  
(a) for set-up in home. ....  
(b) cemetery equipment. ....
10. Describe  
(a) the premises where the business is to be  
carried on. ....  
(b) the casket display room. ....
11. Have you a chapel or parlour suitable for  
funeral services? .....
12. Describe your preparation room: .....  
(a) construction. ....  
(b) drainage or facilities for disposal of fluids  
.....  
(c) type of floor covering  
(d) water service. ....  
(e) describe your preparation room table. ....

NOTE: File this application with all blanks filled in  
and all irrelevant words struck out with the  
Registrar of the Board, 100 College St.,  
Toronto 2, Ontario.

PROVINCE OF ONTARIO	I, .....
of .....	of the .....
	in the County (or as the case may be) of .....
To Wit:	MAKE OATH AND SAY:

1. I am the applicant herein for a licence as a funeral director, and I signed the application.
2. The information given by me in the application is true.

SWORN before me at the.....

of.....

in the.....of.....

this.....day of.....,

19....

A Commissioner, etc.

R.R.O. 1960, Reg. 129, Form 10, *amended*.

Form 11

*The Embalmers and Funeral Directors Act*

APPLICATION FOR RENEWAL OF  
FUNERAL DIRECTOR'S LICENCE

TO THE BOARD OF ADMINISTRATION:

I,.....

(name in full)

of.....

(street and number) (city, town or village)

.....the holder of a funeral

(county or as the case may be)

director's licence for the year.....apply for the renewal thereof.

I enclose renewal fee of \$.....

The following students were articled to me during the last preceding year:

(name of student)	(address)
.....	.....
.....	.....
.....	.....
.....	.....

I have during the last preceding year,

- (a) made the following improvements or alterations on my premises:.....
- .....
- .....

- (b) acquired or disposed of the following equipment:
- .....
- .....

(c) employed the following embalmers:

(name)	(address)	(period of employment)
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

The answers and statements in the appended Schedule are true.

Dated at....., this.....day  
of....., 19....

WITNESS:

.....

(signature of applicant)

Schedule

1. Is the business of funeral director to be conducted in your own name?.....
2. If not, give the name in which it is to be conducted.....
3. If a firm, partnership or corporation, are you to be the manager?.....
4. How many funerals were conducted during the year ending the 31st day of October immediately preceding this application by the business for which you are to be the funeral director?.....

NOTE: File this application with all blanks filled in and all irrelevant words struck out with the Registrar of the Board, 100 College Street, Toronto 2, Ontario.

Form 12

*The Embalmers and Funeral Directors Act*

APPLICATION OF EMBALMER FOR LICENCE  
OR RENEWAL OF LICENCE

TO THE BOARD OF ADMINISTRATION:

I, .....  
(name in full)

.....  
(street and number) (city, town or village)

.....the holder of a certi-  
(county or as the case may be)

ificate of qualification issued by the Board dated.....

.....apply for a licence or renewal of licence  
as an embalmer.

My employer or intended employer is:  
.....  
(name)

.....  
(address)

My present occupation is.....

I enclose licence fee of \$10.

Dated at....., this.....day of  
....., 19....

WITNESS: .....  
.....  
(signature of applicant)

Address to which communications may be sent.  
.....

NOTE: File this application with all blanks filled in  
and all irrelevant words struck out with the  
Registrar of the Board, 100 College Street,  
Toronto 2, Ontario.

R.R.O. 1960, Reg. 129, Form 12, amended.



## REGULATION 241

### under The Employment Agencies Act

#### GENERAL

#### 1. In this Regulation,

- (a) "homemaker" means a person who performs housekeeping services, including cleaning, other than as a sitter only;
- (b) "operator" means a person who carries on the business of an employment agency;
- (c) "sitter" means a person who is responsible for the safekeeping of a person in his charge and who performs no other services. O. Reg. 240/62, s. 1.

#### 2. Employment agencies are classified as,

- (a) Class A employment agencies consisting of employment agencies that procure persons for employment;
- (b) Class B employment agencies consisting of employment agencies that procure employment for persons other than sitters or homemakers;
- (c) Class C employment agencies consisting of employment agencies that procure employment for sitters only; and
- (d) Class D employment agencies consisting of employment agencies that procure employment for homemakers or homemakers and sitters. O. Reg. 154/61, s. 2; O. Reg. 240/62, s. 2.

3. No operator of an employment agency of a class shall have any financial interest, whether proprietary or otherwise, in an employment agency of another class. O. Reg. 154/61, s. 3.

4.—(1) An application for a licence other than by renewal shall be in Form 1. O. Reg. 154/61, s. 4 (1).

(2) Subject to subsection 3, an application for a renewal of a licence shall be in Form 2 and shall be made not later than the 1st day of March next following the date of issue of the licence being renewed. O. Reg. 107/69, s. 1, *part*.

(3) Where a licence is issued during the period from the 1st day of March to the 31st day of March next following, in any year, the application for renewal of the licence shall be made upon receipt of the licence. O. Reg. 107/69, s. 1, *part*.

(4) A licence to carry on an employment agency shall be in Form 3. O. Reg. 154/61, s. 4 (3).

(5) The fee for a licence or renewal is,

- (a) for a Class A or Class B employment agency, \$100;
- (b) for a Class C employment agency, \$25; and
- (c) for a Class D employment agency, \$50. O. Reg. 240/62, s. 3.

(6) A licence is not transferable. O. Reg. 154/61, s. 4 (5).

5. Every licensee shall immediately notify the supervisor in writing,

(a) of any proposed change,

(i) in the name of the licensee,

(ii) in the trade name of the employment agency, or

(iii) in the address of any place of business of the employment agency,

that is shown on the licence;

(b) in the case of a partnership, of any proposed change in the members of the partnership;

(c) of any proposed sale of the employment agency or of any place of business of the employment agency; or

(d) of the proposed termination of the employment agency or of any place of business of the employment agency. O. Reg. 107/69, s. 2.

6.—(1) An applicant for a licence or a renewal shall be at least twenty-one years of age.

(2) The business for which an applicant applies for a licence or a renewal shall have a permanent place of business in Ontario. O. Reg. 154/61, s. 5.

7. A licence shall not be issued where an application for a licence shows a trade name that is the same as or similar to a trade name that appears on a licence that has been issued to another applicant for another employment agency so as to be likely to confuse or to deceive and,

(a) the licence is in force; or

(b) an application for renewal of the licence has been made. O. Reg. 107/69, s. 2.

8.—(1) In this section "franchise agreement" means an agreement under the terms of which the owner of a trade name grants to a person or group of persons the right to use the trade name.

(2) Where an application for a licence shows a trade name that has been granted to the applicant under a franchise agreement, the applicant may be issued a licence to operate an employment agency.

(3) Notwithstanding section 7, where a franchise agreement has been entered into, a trade name may be used in common by more than one licensee so long as each licensee who publishes or displays, or causes to be published or displayed, or permits to be published or displayed any notice, sign, advertisement, or publication inserts or causes to be inserted in the notice, sign, advertisement or publication his name and address. O. Reg. 107/69, s. 2.

9. Where a licensee intends to terminate the business of the employment agency for which he is licensed for the purpose of applying for a licence to carry on an employment agency of a class other than the class for which he is licensed, the licensee shall immediately notify the supervisor in writing of his intention,

(a) to terminate the business of the employment agency for which he is licensed; and

(b) to apply for a licence to carry on an employment agency of the proposed class. O. Reg. 107/69, s. 2.

10.—(1) The security furnished under clause c of section 3 of the Act shall be,

(a) where the employment agency is a Class A or Class B employment agency, \$1,000 plus \$500 in respect of a second place of business and \$250 in respect of each additional place of business; or

(b) where the employment agency is a Class C or Class D employment agency, \$100 in respect of each place of business. O. Reg. 240/62, s. 4.

(2) The security referred to in subsection 1 shall be secured by,

(a) a personal bond in Form 4 accompanied by collateral security; or

(b) a bond of a guarantee company approved under *The Guarantee Companies Securities Act* in Form 5. O. Reg. 240/62, s. 4.

(3) The collateral security accompanying a bond shall have a cash value of not less than the amount prescribed in clause a of subsection 1, where the employment agency is a Class A or Class B employment agency, and shall have a cash value of not less than the amount prescribed in clause b of subsection 1, where the employment agency is a Class C or Class D employment agency, and shall be,

(a) a bond issued or guaranteed by Canada; or

(b) a bond issued or guaranteed by Ontario, so long as the bond is transferable and assignable. O. Reg. 107/69, s. 3 (1).

(4) A bond may be cancelled by any person bound thereby by giving to the supervisor at least two months' notice in writing of intention to cancel and it shall be deemed to be cancelled on the date stated in the notice which date shall be not less than two months after receipt of the notice by the supervisor. O. Reg. 318/61, s. 1.

(5) For the purpose of every act or omission occurring during the period when the bond was in effect prior to cancellation, every bond shall continue in force, and the collateral security, if any, shall remain on deposit for a period of six months after the cancellation of the bond. O. Reg. 107/69, s. 3 (2).

11. A Class A employment agency shall not charge a fee for any service rendered to any person whom it procures for employment. O. Reg. 154/61, s. 7.

12.—(1) A Class B employment agency shall not charge an applicant for employment a registration fee of more than \$2 in each twelve-month period.

(2) A Class B employment agency shall not charge a fee for procuring employment for a person,

(a) where the employment is on an hourly basis, of more than one-eighth of the person's pay for the first day;

(b) where the employment is on a daily basis, of more than the proportion of the first day's pay of the person that one hour bears to the total number of hours worked in the day;

(c) where the employment is on a weekly basis, of more than one-seventh of the person's pay for the first week;

(d) where the employment is on a monthly basis, of more than four-thirtieths of the person's pay for the first month; and

(e) where the employment is on an annual basis, of more than 5 per cent of the person's pay for the first year payable in three months.



(3) Where an annual employment referred to in clause *e* of subsection 2 is terminated before the end of the first year, the employment agency shall refund the same proportion of the fee as the proportion that the remaining part of the year bears to the year.

(4) A Class B employment agency shall not charge any fee, reward or other remuneration in addition to those referred to in this section. O. Reg. 154/61, s. 8.

13.—(1) A Class C employment agency shall not charge a fee for procuring employment for a sitter of more than 15 per cent of the amount received by the sitter in respect of the employment procured by the agency, but the period for which the fee is charged shall not exceed thirty days.

(2) A Class C employment agency shall not charge any fee, reward or other remuneration in addition to the fee referred to in subsection 1. O. Reg. 240/62, s. 5.

14.—(1) A Class D employment agency shall not charge a fee for procuring employment for a homemaker or sitter of more than 10 per cent of the amount received by the homemaker or sitter in respect of the employment procured by the agency, but the period for which the fee is charged shall not exceed four months.

(2) A Class D employment agency shall not charge any fee, reward or other remuneration in addition to the fee referred to in subsection 1. O. Reg. 240/62, s. 5.

15. Where a Class A, B, C or D employment agency advertises that employment is available, the employment agency shall at the request of the supervisor furnish the supervisor with the name and address of the employer who has the employment available. O. Reg. 154/61, s. 9; O. Reg. 240/62, s. 6; O. Reg. 107/69, s. 4.

16. An employment agency shall issue a receipt for all money received for its services showing the service for which the money was paid and shall retain a duplicate copy of the receipt in its records. O. Reg. 154/61, s. 10.

17.—(1) No employment agency shall refer a person for employment unless,

- (a) the employment agency has received a request from an employer for a person for the employment; or
- (b) the person has requested the employment agency to find employment for him. O. Reg. 107/69, s. 5, *part*.

(2) Where a person is referred by an employment agency for employment, the employment agency shall provide the person with a statement showing,

(a) the trade name and address of the employment agency;

(b) the full name of the person referred for employment; and

(c) in the case of a person referred for employment in a private residence, that the person has had a negative X-ray or a negative tuberculin test indicating that the person does not have active tuberculosis, and showing that the person has been examined by a legally qualified medical practitioner and is considered,

(i) fit for employment, or

(ii) subject to specified work limitations, fit for employment,

within the twelve-month period preceding the date the person was referred for employment,

and the person shall submit the statement to the prospective employer for his information in determining whether or not to employ the person. O. Reg. 107/69, s. 5; *part, amended*.

18. In addition to any other records required to be kept by an employment agency, every employment agency shall make and keep records showing,

(a) the name, address and qualifications of each person whose application for employment is accepted by the employment agency;

(b) the name and address of each person from whom the employment agency has received a request for a person for employment; and

(c) in the case of,

(i) a Class A employment agency, the name and address of every person whom the agency procures for employment and the name and address of the employer for whom such person is procured and the amount of fee, reward or other remuneration paid by each such employer to the employment agency, and

(ii) a Class B, C or D employment agency, the name and address of every person for whom employment has been procured and the amount of fee, reward or other remuneration paid by each such person to the employment agency and the name



and address of the employer of each person for whom employment has been procured. O. Reg. 107/69, s. 5.

to any form required to be completed by the applicant or licensee, as the case may be, under this Regulation. O. Reg. 107/69, s. 5.

19. Where an applicant for a licence or a licensee is a corporation, the applicant or licensee, as the case may be, shall affix the seal of the corporation
20. The supervisor, or a person designated by the supervisor, may at any time carry out an inspection of any employment agency. O. Reg. 107/69, s. 5.

Form 1

The Employment Agencies Act

APPLICATION FOR LICENCE

Date of Application....., 19....

Application is made by.....  
(name of applicant, including the name of each partner if applicant is a partnership)

.....

carrying on business under the trade name of.....

.....

at.....  
(address)

for a licence to engage in the business of a.....  
(Class A, Class B, Class C or Class D)

employment agency, and for the purpose of procuring a licence gives the following information:

1. The applicant is responsible for the employment agency and the employment agency is registered in the name of the applicant, and
- ☐ The applicant is an individual and sets out below the full name, address and telephone number of the applicant:

Name in Full	Residence Address	City or Town	Residence Telephone Number	State Whether Active or Non-Active in Business of Employment Agency

☐ The applicant is a partnership and furnishes herewith a copy of its partnership agreement and sets out below the full name, address and telephone number of each partner in the partnership:

Name in Full	Residence Address	City or Town	Residence Telephone Number	State Whether Active or Non-Active in Business of Employment Agency

or

☐ The applicant is a corporation and furnishes herewith a copy of its letters patent or certificate of incorporation and states that its head office is at..... and sets out below the names, residence addresses and telephone numbers of its officers and directors:

Name in Full	Residence Address	City or Town	Residence Telephone Number	Officers	State Whether Active or Non-Active in Business of Employment Agency
				President	
				Vice-President	
				Secretary	
				Treasurer or	
				Secretary-Treasurer	
				Directors	

\* 2. The business reputation of the applicant is well known to the three following persons who are not related in any way to the applicant:

Name	City or Town	Street Address	Business or Occupation	Length of Time Known

- \* In the case of a partnership, three references must be given for each partner and in the case of a corporation, three references must be given for each officer and for each director.
3. The address of the employment agency, including the address of any other place of business (if any) where the employment agency is carried on, is as follows:

.....

.....

4. Set out below the trade names and addresses (if any) under which the applicant carries on, or has carried on, the business of an employment agency:

Trade Name	Address	Licence No.	Commencement and Termination Dates, If Any

5. Has the applicant heretofore been licensed or applied for a licence to carry on an employment agency?

Yes ☐ No ☐

If so, give particulars:

.....

.....

6. Has the applicant ever been refused a licence or registration to carry on business or engage in a trade or occupation or has such licence or registration been revoked or suspended in any country, or province or state thereof?

Yes ☐ No ☐

If so, give particulars:

.....

.....

- \*7. Has the applicant been expelled from any professional association?

Yes ☐ No ☐

If so, give particulars:

.....

.....

\* Where the applicant is a partnership, this item applies to each partner and where the applicant is a corporation this item applies to each officer and to each director.

8. The following is a short business record during the past three years of the applicant:

.....

.....



9. Is the applicant, or will the applicant be, engaged, occupied or employed in any business, occupation or profession other than the business of an employment agency?

Yes ☐

No ☐

If so, give particulars:

.....

.....

\*10. Is the applicant an undischarged bankrupt?

Yes ☐

No ☐

If so, give particulars:

.....

.....

\* Where the applicant is a partnership, this item applies to each partner and where the applicant is a corporation, this item applies to each officer and to each director.

\*11. Is there any unpaid judgment against the applicant?

Yes ☐

No ☐

If so, give particulars:

.....

.....

\* Where the applicant is a partnership, this item applies to each partner, and where the applicant is a corporation, this item applies to each officer and to each director.

\*12. Has the applicant been charged, indicted or convicted of a criminal offence under any law of any country or state or province thereof, or are there any proceedings now pending?

Yes ☐

No ☐

\* Where the applicant is a partnership, this item applies to each partner and where the applicant is a corporation, this item applies to each officer and to each director.

If so, give particulars:

.....

.....

13. Is the applicant's business carried on under a franchise agreement?

Yes ☐

No ☐

If so, enclose a copy of the franchise agreement with this application.

.....

(witness)

.....

.....

(address of witness)

(signatures of applicant)

Form 2

*The Employment Agencies Act*

APPLICATION FOR RENEWAL OF LICENCE

Date of Application....., 19....

Application is made for the renewal of Licence No....., being a licence to engage in the business of a..... employment agency, for the year ending on the 31st day of March, (Class A, Class B, Class C or Class D)

19....

1. The applicant is.....  
(name of applicant, including the name of each partner if applicant is a partnership)

.....

being.....  
(indicate whether applicant is an individual or a corporation or the partners of a partnership)

.....

.....

carrying on business under the trade name of.....

.....

at.....  
(address)

2. The applicant, under the above-mentioned Licence No....., has carried on the employment agency in conformance with the requirements of *The Employment Agencies Act* and the regulations thereunder.

3. State whether the applicant, has or has not, since the above-mentioned licence was issued,

(a) been refused a licence or registration or had suspended or revoked a licence or registration to carry on an employment agency in any country or state or province thereof (where the answer is yes, give particulars):

.....

.....

.....

.....

(b) been engaged, occupied or employed in any way in any business, occupation or profession other than the business of an employment agency (where the answer is yes, give particulars):

.....

.....

.....

O. Reg. 107/69, s. 7.

### *The Employment Agencies Act*

No.....

Under *The Employment Agencies Act* and the regulations, and subject to the limitations thereof, . . . . .

(name of licensee including each partner of a partnership)

carrying on business under the trade name of.....

at .....  
(address)

is licensed to engage in the business of a..... employment agency.

This licence expires on the 31st day of March, 19....

Dated this..... day of....., 19....

Supervisor

O. Reg. 154/61, Form 3; O. Reg. 240/62, s. 8.

### *The Employment Agencies Act*

## PERSONAL BOND

Bond No. .... Amount. ....

KNOW ALL MEN BY THESE PRESENTS, that I,.....  
(hereinafter called the Obligor), am held and firmly bound unto Her Majesty in right of Ontario (hereinafter  
called the Obligee) in the sum of..... Dollars (\$.....) of lawful money of  
Canada, to be paid unto the Obligee, her successors and assigns, for which payment well and truly  
to be made,



I, .....  
(name of Obligor)

bind myself, my heirs, executors, administrators and assigns, and I, .....  
(name of Obligor)

deposit with the Oblgee .....  
as collateral security to this Bond.

1. This Bond may be cancelled by the Obligor by giving to the supervisor at least two months' notice in writing of intention to cancel and it shall be deemed to be cancelled on the date stated in the notice which date shall be not less than two months after receipt of the notice by the supervisor.
2. In respect only of acts or omissions occurring during the period prior to cancellation under the preceding provision, this Bond shall continue in force and the collateral security shall remain on deposit for a period of six months after the cancellation of the Bond.
3. The total liability imposed upon the Obligor by this Bond and any and all renewals thereof is concurrent and not cumulative and shall in no event exceed the penal sum written above.

Sealed with my seal and dated this ..... day of ....., 19....

The Condition of the above obligation is such that if the licence of the Obligor is revoked under section 6 of *The Employment Agencies Act* then the obligation becomes and is forfeit to the Oblgee.

SIGNED, SEALED AND DELIVERED  
in the presence of  
  
.....  
.....

Obligor.....

O. Reg. 107/69, s. 7.

Form 5

*The Employment Agencies Act*

BOND OF A GUARANTEE COMPANY APPROVED UNDER  
*THE GUARANTEE COMPANIES SECURITIES ACT*

Bond No. .... Amount.....

KNOW ALL MEN BY THESE PRESENTS, that we .....  
(hereinafter called the Principal) as Principal and .....  
(hereinafter called the Surety) as Surety are held and firmly bound unto Her Majesty in right of Ontario (herein-  
after called the Oblgee) in the sum of ..... Dollars (\$.....) of lawful money of Canada,  
to be paid unto the Oblgee, her successors and assigns, for which payment well and truly to be made,

I, .....  
(name of Principal)

bind myself, my heirs, executors, administrators and assigns, and we, .....  
(name of Surety)

bind ourselves, our successors and assigns jointly and firmly by these presents.

1. This Bond may be cancelled by the Surety by giving to the supervisor at least two months' notice in writing of intention to cancel and it shall be deemed to be cancelled on the date stated in the notice which date shall be not less than two months after receipt of the notice by the supervisor.
2. In respect only of acts or omissions occurring during the period prior to cancellation under the preceding provision, this Bond shall continue in force for a period of six months after the cancellation of the Bond.
3. The total liability imposed upon the Principal or Surety by this Bond and any and all renewals thereof is concurrent and not cumulative and shall in no event exceed the penal sum written above.

Sealed with our seals and dated this .....day of....., 19....

The Condition of the above obligation is such that if the licence of the Principal is revoked under section 6 of *The Employment Agencies Act* then the obligation becomes and is forfeit to the Obligee.

SIGNED, SEALED AND DELIVERED  
in the Presence of

.....  
.....

Principal: .....  
.....  
.....  
Surety: .....

O. Reg. 107/69, s. 7.





## REGULATION 242

### under The Employment Standards Act

#### AMBULANCE SERVICE INDUSTRY

1. In this Regulation, "ambulance service industry" means every establishment where ambulance services are carried out, and includes ambulance drivers, drivers' helpers and first-aid attendants employed in the operation of ambulance services. O. Reg. 371/68, s. 1.

2. All employers in the ambulance service industry are exempt from section 21 of the Act respect-

ing employees who are engaged as ambulance drivers and drivers' helpers. O. Reg. 371/68, s. 2.

3. All employers in the ambulance service industry who pay employees engaged as ambulance drivers, drivers' helpers or first-aid attendants a weekly wage of not less than \$79.20 on and after the 1st day of April, 1971, are exempt from the provisions of subclause iii of clause *a* of subsection 1 of section 38 of the Act, respecting those employees. O. Reg. 405/70, s. 1, *amended*.

## REGULATION 243

### under The Employment Standards Act

#### FRUIT AND VEGETABLE PROCESSING INDUSTRY

1. In this Regulation,

- (a) "fruit and vegetable processing industry" means every establishment where fresh fruits or vegetables are canned, processed, packed and distributed from the processor or canner, but does not include the retail distribution of such produce;

- (b) "seasonal employee" means an employee who works not more than sixteen weeks in any year. O. Reg. 374/68, s. 1.

2. All employers in the fruit and vegetable processing industry who pay to their seasonal employees an amount not less than one and one-half times their regular rate for each hour worked in excess of fifty-five in each week, are exempt from subsection 1 of section 21 of the Act respecting such seasonal employees. O. Reg. 374/68, s. 2; O. Reg. 335/70, s. 1.

## REGULATION 244

### under The Employment Standards Act

#### GENERAL

#### INTERPRETATION

#### 1. In this Regulation,

- (a) "ambulance service industry" means every establishment where ambulance services are carried out including the services performed by ambulance drivers, drivers' helpers and first-aid attendants employed in the operation of ambulance services;
- (b) "construction" includes all work in and about the construction, erection, demolition, repair, remodelling, decoration or alteration of the whole or any part of a building, road or structure, whether above or below the surface of the earth, except work done by a person who is regularly employed by a manufacturing, industrial or service institution and performs maintenance work on the premises of his employer;
- (c) "hotel, motel, tourist resort, restaurant and tavern industry" means every establishment furnishing for payment, accommodation, lodging, meals or beverages, and includes hotels, motels, motor hotels, tourist homes, tourist camps, tourist cabins and cottages, tourist inns, catering establishments and all other establishments of a similar nature;
- (d) "learner" means a person who has not had previous experience in the kind of work that he is hired for or that he performs;
- (e) "lodging" means the provision of a room and three meals per day for a seven-day week;
- (f) "room" means a room which is reasonably furnished, properly lighted, heated and ventilated, which is supplied with clean bed linen and towels at least once a week, and is immediately accessible to proper toilet and washroom facilities;
- (g) "taxi industry" means every establishment operating one or more motor vehicles with seating accommodation for not more than nine persons in each vehicle exclusive of the driver for the carriage of persons for hire and includes the operation of a business letting out for hire vehicles driven by chauffeurs. O. Reg. 366/68, s. 1; O. Reg. 336/70, ss. 1-2; O. Reg. 404/70, s. 1.

2.—(1) Subsection 2 of section 21 of the Act does not apply to an employee who is party to an agreement or arrangement with his employer that, in the opinion of the Director, confers rights or benefits in respect of work performed on a holiday that are more favourable to the employee than those prescribed in the Act. O. Reg. 366/68, s. 2 (1); O. Reg. 336/70, s. 3.

(2) Subsection 1 of section 14 of the Act and subsection 1 of section 21 of the Act do not apply to an employee who, under any agreement or arrangement with his employer that is approved by the Director, has his hours of work averaged over an extended period for the purpose of determining his overtime hours of work and is paid an amount of not less than one and one-half times his regular rate for each overtime hour worked in excess of forty-eight as determined on that basis. O. Reg. 366/68, s. 2 (2).

3. Except for sections 12, 13, 25, 26, 33, 34, 42 and 43 the Act does not apply to,

(a) a duly qualified practitioner of,

- (i) architecture,
- (ii) chiropody,
- (iii) dentistry,
- (iv) law,
- (v) medicine,
- (vi) optometry,
- (vii) pharmacy,
- (viii) professional engineering,
- (ix) psychology,
- (x) public accounting,
- (xi) surveying, or
- (xii) veterinary science;

(b) a duly registered drugless practitioner;

(c) an embalmer or funeral director;

(d) a teacher as defined in *The Teaching Profession Act*;

(e) a student while engaged in training for the professions or callings mentioned in clauses a, b or c;



- (f) a person engaged in commercial fishing;
- (g) a person who is employed as a domestic servant in a single family dwelling used for a private residence;
- (h) a secondary student who performs work without pay under a work experience program approved by the Department of Education;
- (i) a person who performs work under a program approved by a community college or university; or
- (j) a person registered as a salesman of a broker registered under *The Real Estate and Business Brokers Act*. O. Reg. 336/70, s. 4; O. Reg. 515/70, s. 1.

#### HOURS OF WORK

4. Subsection 1 of section 14 and sections 15, 16, 17 and 18 of the Act do not apply to,

- (a) an employee of a telephone company owning or operating a telephone system, switchboard or exchange serving fewer than 300 subscribers;
- (b) a fireman or policeman employed by a municipality;
- (c) a person employed as a fishing or hunting guide;
- (d) a person employed in construction;
- (e) a person employed in the business, trade or activity of,
  - (i) landscape gardening,
  - (ii) mushroom growing,
  - (iii) the growing of flowers for the retail and wholesale trade, or
  - (iv) the growing, transporting and laying of sod;
- (f) a person performing homework;
- (g) a superintendent, janitor or caretaker of a residential building who resides in the building;
- (h) a commission salesman, other than a route salesman,
  - (i) who receives all his remuneration in the form of commissions and bonuses based on commissions,
  - (ii) who receives no guaranteed wages from his employer, and
  - (iii) whose hours of work are not controlled, or regulated by or cannot be verified by his employer; or
- (i) a person employed on a farm whose employment is directly related to the primary production of eggs, milk, grain, seeds, fruit, vegetables, maple products, honey, tobacco, pigs, cattle, sheep and poultry. O. Reg. 366/68, s. 4; O. Reg. 336/70, ss. 5, 6.

#### OVERTIME PAY

5. Section 21 of the Act does not apply to,

- (a) an employee of a telephone company owning or operating a telephone system, switchboard or exchange serving fewer than 300 subscribers;
- (b) an employee whose only work is supervisory or managerial in character;
- (c) a person employed as a fishing or hunting guide;
- (d) a person employed in the business, trade or activity of,
  - (i) landscape gardening,
  - (ii) mushroom growing,
  - (iii) the growing of flowers for the retail and wholesale trade, or
  - (iv) the growing, transporting and laying of sod;
- (e) a person performing homework;
- (f) a student employed as a supervisor or instructor of children;
- (g) a student employed at a camp for children;
- (h) a student employed in a recreational program operated by a charitable organization registered as a charitable organization in Canada under Part I of the *Income Tax Act* (Canada), where the work or duties of the student are directly connected with the recreational program;
- (i) a superintendent, janitor or caretaker of a residential building who resides in the building;
- (j) a commission salesman, other than a route salesman,

- (i) who receives all his remuneration in the form of commissions and bonuses based on commissions,
- (ii) who receives no guaranteed wages from his employer, and
- (iii) whose hours of work are not controlled, or regulated by or cannot be verified by his employer; or
- (k) a person employed on a farm whose employment is directly related to the primary production of eggs, milk, grain, seeds, fruit, vegetables, maple products, honey, tobacco, pigs, cattle, sheep and poultry. O. Reg. 366/68, s. 5; O. Reg. 336/70, ss. 7, 8.

## MINIMUM WAGES

6. Sections 6 to 16 apply to every establishment, on and after the 1st day of January, 1969, but do not apply to work performed by,

- (a) employees of a telephone company owning or operating a telephone system, switchboard or exchange serving fewer than 300 subscribers;
- (b) a student employed in a recreational program operated by a charitable organization registered as a charitable organization in Canada under Part I of the *Income Tax Act* (Canada), where the work or duties of the student are directly connected with the recreational program;
- (c) a student employed as an instructor or supervisor at a camp operated by a charitable organization registered as a charitable organization in Canada under Part I of the *Income Tax Act* (Canada);
- (d) a superintendent, janitor or caretaker of a residential building who resides in the building. O. Reg. 366/68, s. 6;
- (e) a commission salesman, other than a route salesman,
  - (i) who receives all his remuneration in the form of commissions and bonuses based on commissions,
  - (ii) who receives no guaranteed wages from his employer, and
  - (iii) whose hours of work are not controlled, or regulated by or cannot be verified by his employer;
- (f) a person employed on a farm whose employment is directly related to the primary production of eggs, milk, grain, seeds, fruit,

vegetables, maple products, honey, tobacco, pigs, cattle, sheep and poultry;

- (g) a person employed as a trainee in a course leading to registration as a registered nurse or a registered nursing assistant under *The Nurses Act*;
- (h) a person employed as a trainee in a course of study for a laboratory technologist as required by the Canadian Society of Laboratory Technologists; or
- (i) a person employed as a trainee in a course of study for a radiological technician as required by the Canadian Association of Radiological Technicians. O. Reg. 336/70, ss. 9, 10; O. Reg. 404/70, s. 1.

7.—(1) Subject to section 8, every employer shall pay to each employee, other than an employee to whom subsections 2 or 3 of this section or sections 11, 12, 13 or 14 apply, a minimum wage of \$1.65 an hour. O. Reg. 404/70, s. 2, *part, amended*.

(2) Where a person under eighteen years of age is employed,

- (a) as a foot or bicycle messenger;
- (b) as a delivery boy in making deliveries to the public;
- (c) as a newsvendor;
- (d) as a bowling alley pin setter;
- (e) as a shoe shine boy;
- (f) as a caddie by a golf club or in the professional shop at a golf course; or
- (g) in a public library operated by a municipality,

the employer shall pay a minimum wage of \$1.25 an hour. O. Reg. 404/70, s. 2, *part, amended*.

(3) Except in the industries mentioned in sections 11 to 14 where a student is employed,

- (a) for twenty-eight hours a week or less; or
- (b) during any school holiday,

the employer shall pay the student a minimum wage of \$1.15 an hour. O. Reg. 404/70, s. 2, *part, amended*.

8. Where subsection 1 of section 7 applies, the employer may, during the first month of employment of a learner, pay the learner a minimum wage of \$1.55 an hour. O. Reg. 404/70, s. 2, *part, amended*.



9.—(1) Where meals or room or both are taken into account by an employer in calculating the wages of an employee, the maximum amount at which meals or room or both shall be valued for the purpose of determining if the minimum wage prescribed has been paid to the employee shall be as follows:

- |                        |   |
|------------------------|---|
| 1. Room                | \$6.50 a week                             |
| 2. Meals               | 65c each and not more than \$13.50 a week |
| 3. Both room and meals | \$20.00 a week                            |

(2) Charges for meals or room shall not be deducted from the minimum wages of an employee unless he has actually received the meals and has occupied the room supplied. O. Reg. 404/70, s. 2, *part*.

10. The number of employees who may be employed as learners shall not exceed one-fifth of the employer's total number of employees and, where the total number of employees is less than five, only one employee may be employed as a learner. O. Reg. 404/70, s. 2, *part*.

11. Every employer in the ambulance service industry shall pay to each of his employees who works as an ambulance driver, driver's helper or a first aid attendant,

- (a) a minimum weekly wage of \$79.20; or
- (b) where the employee works less than forty-eight hours a week a minimum wage of \$1.65 an hour. O. Reg. 404/70, s. 2, *part, amended*.

12. Every employer in the construction industry shall pay to each of his employees who work in the industry, a minimum wage of \$1.90 an hour.

13.—(1) Every employer in the taxi industry shall pay to each employee who is employed as a driver,

- (a) a minimum wage of \$1.65 an hour; or
- (b) not less than 35 per cent of the proceeds from the work performed by him,

whichever is the greater.

(2) Every employee in the taxi industry who is employed as a driver shall have his wages cal-

culated and paid to him at intervals of not more than one week. O. Reg. 404/70, s. 2, *part, amended*.

14.—(1) Subject to subsection 2, every employer in the hotel, motel, tourist resort, restaurant and tavern industry shall, subject to the provisions of clause *b*, pay,

- (a) to each of his employees a minimum wage of \$1.65 an hour;
- (b) to employees who work as assistant bell captains, bellmen, doormen, waiters, bus boys and waitresses, a minimum wage of,
  - (i) \$1.50 an hour on and after the 1st day of October, 1970, to and including the 30th day of September, 1971, and
  - (ii) \$1.65 an hour on and after the 1st day of October, 1971. O. Reg. 404/70, s. 2, *part, amended*.

(2) Every employer shall, during the first month of employment of an employee who is a learner, and to whom,

- (a) clause *a* of subsection 1 applies, pay to the employee a minimum wage of \$1.55 an hour; and
- (b) clause *b* of subsection 1 applies, pay to the employee, a minimum wage of,
  - (i) \$1.40 an hour on and after the 1st day of October, 1970, to and including the 30th day of September, 1971, and
  - (ii) \$1.55 an hour on and after the 1st day of October, 1971. O. Reg. 404/70, s. 2, *part, amended*.

(3) Where a student is employed in the hotel, motel, tourist resort, restaurant or tavern industry and,

- (a) the student is not required to work more than twenty-eight hours in any week; or
- (b) the student is employed during the period from the 15th day of May to the 15th day of September or during school holidays,

the employer shall pay,

- (c) to a student who works as assistant bell captain, bellman, doorman, waiter, bus boy or waitress,
- (i) a minimum wage of \$1.15 an hour for work performed in the period from the 1st day of October, 1970,



to the 30th day of September, 1971, and

- (ii) a minimum wage of \$1.30 an hour on and after the 1st day of October, 1971; and

- (d) to a student who works otherwise than as described in clause c, a minimum wage of \$1.30 an hour. O. Reg. 456/70, s. 1.

**15.—(1)** Subject to subsection 2, for the purpose of determining the minimum wages that shall be paid to an employee,

- (a) the employee shall be deemed to be working during the time that he is required by his employer to remain at his place of employment, whether or not he is otherwise working; and
- (b) an employee who is required by his employer to report at his place of employment and who works less than three hours on any day shall be paid for at least three hours, but this clause does not apply to a student, noon supervisor at a school or an employee in a public library operated by a municipality.

(2) Subsection 1 does not apply when the employer is unable to provide work for the employee because of fire, lightning, power failure, storms or like causes of work stoppage beyond the control of the employer. O. Reg. 366/68, s. 15 (1); O. Reg. 336/70, s. 11, *amended*; O. Reg. 336/68, s. 15 (2).

**16.** No person shall be paid as a learner who,

- (a) holds a certificate of qualification issued under *The Apprenticeship and Tradesmen's Qualification Act*, or any predecessor thereof;
- (b) being an office worker, holds a Secondary School graduation diploma of a commercial course, or has completed a course of instruction in business and office practice that is provided by a trade school registered under *The Trade Schools Regulation Act*;
- (c) is employed for less than twenty-eight hours per week; or
- (d) is a homemaker. O. Reg. 366/68, s. 16.

#### VACATIONS WITH PAY

**17.** The amount payable under section 30 of the Act shall be paid to the employee by the employer,

- (a) on termination of employment; or
- (b) not later than one week from date of termination of employment. O. Reg. 404/70, s. 3.

**18.** Sections 27, 28, 29, 30 and 31 of the Act do not apply to,

- (a) a person employed on a farm whose employment is directly related to the primary production of eggs, milk, grain, seeds, fruit, vegetables, maple products, honey, tobacco, pigs, cattle, sheep and poultry;
- (b) a person employed as a trainee in a course leading to registration as a registered nurse or a registered nursing assistant under *The Nurses Act*;
- (c) a person employed as a trainee in a course of study for a laboratory technologist as required by the Canadian Society of Laboratory Technologists; or
- (d) a person employed as a trainee in a course of study for a radiological technician as required by the Canadian Association of Radiological Technicians. O. Reg. 336/70, s. 12.

**19.** In Part VII of the Act, total pay shall include all payments made or due to an employee by an employer according to the terms of employment, and in accordance with the Act and the regulations, but shall not include any payments made for supplementary unemployment benefits or payments made by an employer which are made at the discretion of the employer, as determined by the Director or any person designated so to do. O. Reg. 404/70, s. 4.

**20.** Where an employee has been given a vacation with pay or pay in lieu thereof in excess of the vacation required to be given under the Act and the regulations, the excess shall not nullify in whole or in part any other annual vacation with pay or pay in lieu thereof to which he may be entitled under the Act. O. Reg. 366/68, s. 20.

**21.** Vacation-with-pay stamp books having stamps affixed therein may be redeemed at the office of the Director. O. Reg. 366/68, s. 21, *amended*.

#### DEDUCTIONS FROM WAGES

**22.** Subject to section 23, no employer shall make any deduction from the wages of an employee except those that,

- (a) are required by or pursuant to a statute;
- (b) are expressly authorized in writing by the employee or his agent; or
- (c) are made pursuant to an order or a judgment of a court. O. Reg. 404/70, s. 5.

23.—(1) No deductions shall be made from the wages of an employee for,

- (a) cash shortages where two or more persons have access to the cash;
- (b) losses due to faulty workmanship;
- (c) the value of property lost by or stolen from the employee; or
- (d) damage to property, real or personal.

(2) No employer shall make any deduction from the minimum wages prescribed under the Act for the purchase, use, laundering or cleaning of uniforms, aprons, caps or similar articles of apparel. O. Reg. 404/70, s. 5.

24. In Part VII of the Act, non-continuous employment shall include the employment of a person who consistently works all or part of a working day or days in each regular pay period and the employment shall be deemed to be employment for the whole of that pay period. O. Reg. 404/70, s. 6.

Form 1

*The Employment Standards Act*

VACATION-WITH-PAY STAMP BOOK

Serial No.....  
Date of Issue.....  
for the period July 1, 19.....to June 30, 19.....  
Full name of employee:

--	--	--	--	--	--	--	--	--	--

surname (family name) print in block letters

--	--	--	--	--	--	--	--	--	--

given name print in block letters

Address of employee.....  
(street address)

.....  
(city, town or P.O.)

.....  
(specimen signature of employee)

Change of address of employee:

Affix stamps here

--	--	--

Total Value of Stamps \$.....

IMPORTANT

The regulations provide that this vacation-with-pay stamp book cannot be assigned but must be presented personally by the employee to whom it is issued, on or after the 30th day of June ending the period for which the book is issued, to a branch of the Province of Ontario Saving Office or a branch of a chartered bank in Ontario.

Receipt for Cash Equivalent of Stamps

I, ....., acknowledge receipt of \$.....from.....  
(name of savings office or bank)  
being the cash equivalent of the stamps in this book,  
Dated this.....day of....., 19....  
.....  
(signature of employee)

signed in presence of bank or savings office cashier.

O. Reg. 366/68, Form 1.

Form 2

Province of Ontario

*The Employment Standards Act*

(denomination)

Vacation-with-pay Credit Stamp

O. Reg. 366/68, Form 2.

## REGULATION 245

### under The Employment Standards Act

#### HIGHWAY TRANSPORT INDUSTRY

1. In this Regulation, "an employer in the highway transport industry" means every person who operates a public commercial vehicle under an operating licence issued under *The Public Commercial Vehicles Act*. O. Reg. 333/70, s. 1.

2. All employers in the highway transport industry who pay to their employees engaged as highway transport drivers an amount not less than one and one-half times their regular rate for each hour

worked in excess of sixty in each week, are exempt from subsection 1 of section 21 of the Act, respecting such employees. O. Reg. 372/68, s. 2.

3. For the purpose of computing the total number of hours worked by an employee engaged as a highway transport driver in any week, only those hours during which the employee is directly responsible for a vehicle shall be included, and stand-by or other non-driving hours shall not be included. O. Reg. 372/68, s. 3.



## REGULATION 246

### under The Employment Standards Act

#### HOTEL, MOTEL, TOURIST RESORT, RESTAURANT AND TAVERN INDUSTRY

##### 1. In this Regulation,

- (a) "hotel, motel, tourist resort, restaurant and tavern industry" means every establishment furnishing for payment, accommodation, lodging, meals or beverages and includes hotels, motels, motor hotels, tourist homes, tourist camps, tourist cabins and cottages, tourist inns and catering establishments and all other establishments of a similar nature;

- (b) "seasonal employee" means an employee who works sixteen weeks or less in a year and who is provided with room and board. O. Reg. 367/68, s. 1.

2. All employers in the hotel, motel, tourist resort, restaurant and tavern industry who pay to their seasonal employees an amount not less than one and one-half times their regular rate for each hour worked in excess of fifty-five in each week are exempt from section 21 of the Act respecting such seasonal employees. O. Reg. 367/68, s. 2.

## REGULATION 247

### under The Employment Standards Act

#### INTERURBAN AND MUNICIPAL TRANSPORTATION INDUSTRY

1. In this Regulation, "interurban and municipal transportation industry" means every establishment providing regular interurban or municipal transportation services in Ontario, including charter services, but does not include school bus services. O. Reg. 369/68, s. 1.

2. This Regulation applies to all employees in the interurban and municipal transportation industry engaged as bus drivers or operators of other vehicles. O. Reg. 369/68, s. 2.

3. All employers in the interurban and municipal transportation industry who pay employees engaged

as bus drivers or operators of other vehicles an amount not less than one and one-half times their regular rate for each hour worked in excess of forty-eight in each week determined in the manner prescribed in section 4, are exempt from subsection 1 of section 21 of the Act respecting such employees. O. Reg. 369/68, s. 3.

4. For the purpose of determining the number of hours worked by an employee engaged as a bus driver or operator of another vehicle only those hours worked during which the employee is directly responsible for equipment or material, including all time spent driving or operating the bus or other vehicle and loading and unloading passengers, shall be included and stand-by or other non-operating hours shall not be included. O. Reg. 369/68, s. 4.

## REGULATION 248

### under The Employment Standards Act

#### LOCAL CARTAGE INDUSTRY

1. In this Regulation, "local cartage industry" means every establishment engaged in the local carriage of goods for hire by truck except carriage of goods for hire by establishments in the highway transport industry. O. Reg. 375/68, s. 1.

2. All employers in the local cartage industry who pay to their employees engaged as drivers and drivers' helpers an amount not less than one and one-half times their regular rate for each hour worked in excess of fifty-five in each week are exempt from subsection 1 of section 21 of the Act. O. Reg. 375/68, s. 2.



## REGULATION 249

### under The Employment Standards Act

#### ROAD BUILDING INDUSTRY

1. In this Regulation, "road building industry" means every establishment engaged in the preparation, construction, reconstruction, repair, alteration, remodelling, renovation, demolition, finishing and maintenance of roads, streets, highways, parking lots, bridges, tunnels or retaining walls, including the preparation for laying of foundations, the installation of equipment and appurtenances and all other work incidental thereto. O. Reg. 370/68, s. 1.

2. This Regulation applies to the following classes of employees in the road building industry:

CLASS A: All employees engaged in work on roads, streets, highways or parking lots and all other work incidental thereto.

CLASS B: All employees engaged in work on bridges, tunnels or retaining walls, including foundations, equipment and appurtenances and all other work incidental thereto. O. Reg. 370/68, s. 2.

3. All employers in the road building industry who pay to their employees in Class A an amount

not less than one and one-half times their regular rate for each hour worked in excess of fifty-five in each week determined in the manner prescribed in section 4, or who pay to their employees in Class B an amount not less than one and one-half times their regular rate for each hour worked in excess of fifty in each week determined in the manner prescribed in section 5, are exempt from subsection 1 of section 21 of the Act respecting such employees. O. Reg. 370/68, s. 3.

4. For the purpose of determining the number of hours worked by an employee in Class A in any week where the total hours worked exceeds fifty-five, that part of the hours of work in excess of fifty-five hours a week which together with the hours worked in the preceding week do not exceed fifty-five hours shall be included in the hours of work for that preceding week. O. Reg. 370/68, s. 4.

5. For the purpose of determining the number of hours worked by an employee in Class B, in any week where the total hours worked exceeds fifty, that part of the hours of work in excess of fifty hours a week which together with the hours worked in the preceding week do not exceed fifty hours shall be included in the hours of work for that preceding week. O. Reg. 370/68, s. 5.

**REGULATION 250****under The Employment Standards Act****TAXI INDUSTRY**

1. All employers in the taxi industry are exempt from section 21 of the Act, respecting employees who are engaged as taxi drivers. O. Reg. 373/68, s. 2.

## REGULATION 251

### under The Employment Standards Act

#### TERMINATION OF EMPLOYMENT

##### 1. For the purposes of Part II of the Act,

- (a) "temporary lay-off" means,
  - (i) a lay-off of not more than thirteen weeks in any period of twenty consecutive weeks,
  - (ii) a lay-off of more than thirteen weeks where,
    - a. the person continued to receive payments from the employer.
    - b. the employer continues to make payments for the benefit of the person laid off under the provisions of a *bona fide* retirement or pension plan or under a *bona fide* group or employee insurance plan,
    - c. the person laid off receives supplementary unemployment benefits, or
    - d. the person laid off is entitled to be in receipt of supplementary unemployment benefits but does not receive the same because he is employed elsewhere during the lay-off, or
  - (iii) a lay-off of more than thirteen weeks where the employer recalls the person within the time or times fixed by the Director;
- (b) "termination of employment" includes a lay-off of a person for a period longer than a temporary lay-off;
- (c) "week of lay-off" means a week in which a person receives less than one-half of the amount he would earn at his regular rate in a normal non-overtime work week, but shall not mean a week in which a person,
  - (i) was not able to work or not available for work,
  - (ii) was subject to disciplinary suspension, or

(iii) was not provided with work by his employer by reason of any strike or lock-out occurring at his place of employment or elsewhere. O. Reg. 516/70, s. 1.

##### 2. Part II of the Act does not apply to a person who,

- (a) is laid off after refusing an offer by his employer of reasonable alternate work;
- (b) is laid off after refusing alternate work made available to him through a seniority system;
- (c) is on lay-off and does not return to work within a reasonable time after being requested to do so by his employer;
- (d) is laid off or terminated during or as a result of a strike or lock-out at his place of employment;
- (e) is employed in the construction, alteration, decoration, repair or demolition of buildings, structures, roads, sewers, water or gas mains, pipelines, tunnels, bridges, canals or other works at the site thereof;
- (f) is employed under an arrangement whereby he may elect to work or not for a temporary period when requested so to do; or
- (g) having reached the age of retirement according to the established practice of the employer, has his employment terminated. O. Reg. 516/70, s. 2.

##### 3. Subject to section 4, the notice required to be given by an employer under subsection 2 of section 13 of the Act shall not be less than,

- (a) eight weeks' notice if the employment of fifty or more persons and fewer than 200 persons is to be terminated at an establishment;
- (b) twelve weeks' notice if the employment of 200 or more persons and fewer than 500 persons is to be terminated at an establishment; and
- (c) sixteen weeks' notice if the employment of 500 or more persons is to be terminated at an establishment. O. Reg. 516/70, s. 3.



4.—(1) Where not more than 10 per cent of the persons employed at an establishment, being fifty or more persons, have their employment terminated in any period of four weeks or less, the provisions of subsection 1 of section 13 of the Act apply unless the termination is caused by the permanent discontinuance of all or part of the business of the employer at the establishment in which case the provisions of subsection 2 of section 13 of the Act apply.

(2) In determining the number of persons employed at an establishment for the purposes of subsection 1, those persons who have been employed for less than three months shall not be taken into consideration. O. Reg. 516/70, s. 4.

5. A person who has been employed for less than three months shall not be entitled to notice under subsection 2 of section 13 of the Act. O. Reg. 516/70, s. 5.

6. Where notice is required to be given by an employer under subsection 2 of section 13 of the Act, the employer shall at the same time notify the Minister in writing. O. Reg. 516/70, s. 6.

7.—(1) Where the terms of employment permit a person whose employment is terminated to take another position in the establishment as a result of which some other person loses his employment, the employer may post a notice in a conspicuous part of the establishment listing the person to be terminated in the first instance, his seniority and job classification and setting forth the date of termination.

(2) The posting of the notice mentioned in subsection 1 shall be notice of termination of employment as of the day of posting to the person losing his employment in the circumstances set out in subsection 1.

(3) The provisions of clause *a* of subsection 5 of section 13 of the Act do not apply to a person remaining in the employment of the employer in the circumstances set out in subsection 1. O. Reg. 516/70, s. 7.

8.—(1) Notice of termination of employment shall be in writing addressed to each person whose employment is to be terminated and shall be served personally or by registered mail.

(2) Notice of termination of employment may be made conditional upon the happening of a future event provided that the length of the notice complies with the Act and this Regulation.

(3) Notice of indefinite lay-off shall be deemed to be notice of termination of employment.

(4) Where a person who has been laid off is no longer temporarily laid off as defined in this Regulation, the employment of that person shall be deemed to have been terminated upon the first day that he

was laid off and the employer shall pay to that person an amount calculated in accordance with subsection 6 of section 13 of the Act, as though the employment of the person had been terminated forthwith without notice. O. Reg. 516/70, s. 8.

9. Where a person continues to be employed after the expiry of notice of termination of employment for a period exceeding the length of the notice, his employment shall not be terminated except in accordance with the provisions of Part II of the Act and this Regulation. O. Reg. 516/70, s. 9.

10. The length of notice of termination of employment shall not include any week of vacation unless the person after receiving the notice agrees to take his vacation during the period of the notice. O. Reg. 516/70, s. 10.

11.—(1) Subject to subsection 2, the employer shall pay to the person given notice of termination of employment, the wages to which the person is entitled for work performed during the period of notice, but in no case shall the employer pay to the person for each week during the period of notice an amount less than the amount the person would have received for a normal non-overtime work week at his regular rate, whether the person performed work or not.

(2) Where during the period of notice of termination the person who has been given that notice is guilty of wilful misconduct or disobedience or wilful neglect of duty that has not been condoned by the employer, the provisions of Part II of the Act and of this Regulation shall not apply. O. Reg. 516/70, s. 11.

12.—(1) For the purposes of subsections 5 and 6 of section 13 of the Act and of section 11 of this Regulation, the employer shall not make any deduction from the amounts to be paid thereunder except a deduction,

- (a) required to be made pursuant to a statute;
- (b) subject to subsection 2, expressly authorized in writing by the person or his agent; or
- (c) pursuant to an order or judgment of a court.

(2) An authorization in writing which permits a deduction from the said amounts for,

- (a) cash shortages where two or more persons have access to the cash;
- (b) losses due to faulty workmanship; or
- (c) the value of property stolen from the person,

is null and void. O. Reg. 516/70, s. 12.

13. Where the employment of a person is terminated by notice of termination or otherwise under the provisions of this Regulation any payments to which the person is entitled under,

- (a) retirement pension;
- (b) sickness or disability insurance;
- (c) workman's compensation; or
- (d) bonus, severance pay, or similar arrangements,

shall not be payments for the purposes of subsections 5 and 6 of section 13 of the Act and section 11 of this Regulation. O. Reg. 516/70, s. 13.

14.—(1) Subject to subsection 2, period of employment constitutes the period between the time that the employment first began and the time that notice of termination is or should have been given and shall include employment before the coming into force of Part II of the Act.

(2) Successive periods of employment of a person by an employer shall constitute one period of employment except where the successive periods of employment are more than thirteen weeks apart in which case the period of last employment shall constitute the period of employment for the purposes of Part II of the Act. O. Reg. 516/70, s. 14.

15.—(1) Where a person is employed for a term or a task and the term or task exceeds a period of twelve months, the employment shall be deemed not to be employment for a definite term or task.

(2) Where a person who is employed for a definite term or task continues to be employed for a period of three months or more after completion of the term or task for which he was employed, the employment of that person shall be deemed not to be employment for a definite term or task and his employment shall be deemed to have commenced at the beginning of the term or task. O. Reg. 516/70, s. 15.



















